

# Student Orientation

Santa Monica-Malibu Unified School District

## **Adult Education Center**

2510 Lincoln Blvd.,

Office - Rm # 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.

## Schoolwide Learner Outcomes



Students demonstrate digital literacy.

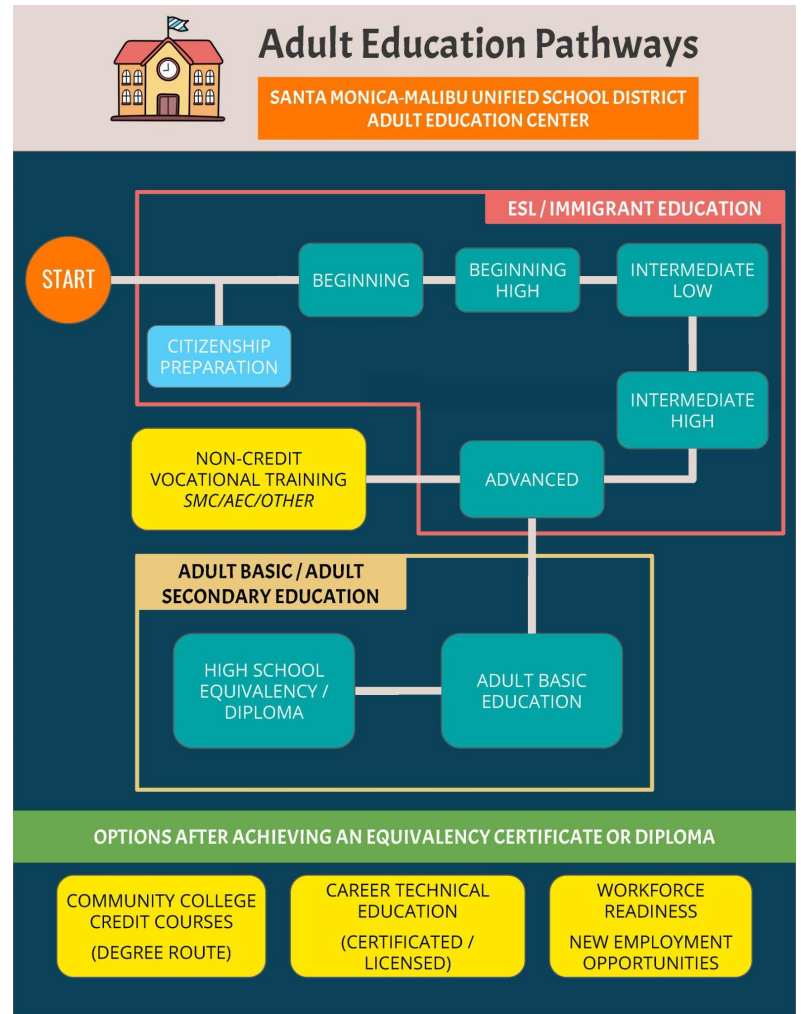
Students achieve their educational or employment goals.

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

- **Open to all levels:** The program caters to students regardless of their current English proficiency (ESL), basic education skills (ABE), or high school completion status (ASE).
- **Goal-oriented:** A counselor helps students define their educational or career goals during enrollment.
- **Progress tracking:** The program reviews and updates student goals as they achieve milestones.
- **Student feedback:** Regular surveys gather student input at various points (enrollment, program completion, and after leaving the program).



## 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).

# Matriculation Process

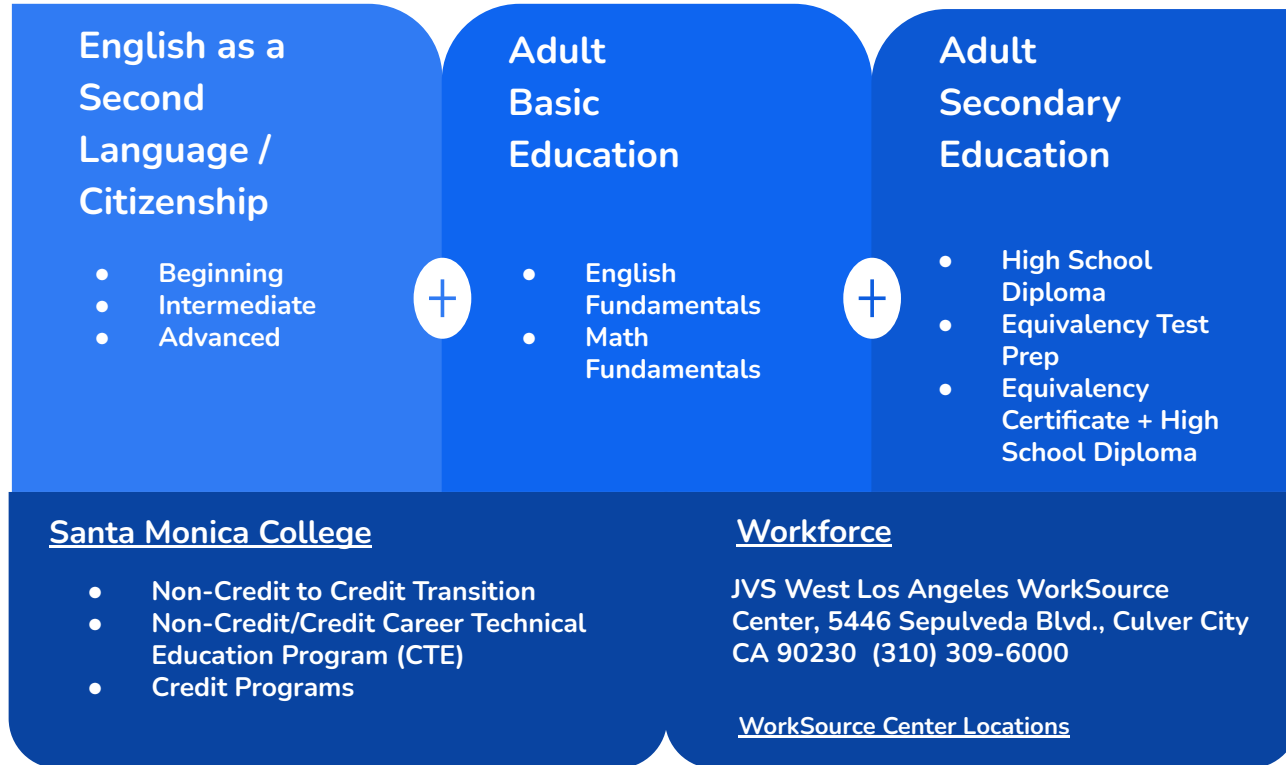


# Fees



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>.

# COURSE SEQUENCE



# Student Goals by Program Area

## Immigrant Education (ESL & 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 and Level Completion
- GED/HiSET Certificate Attainment
- GED/HiSET 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

## Career Technical Education (CTE)



- Class Completion
- OSHA Training Passage
- CPR Training Passage
- Pre-Apprenticeship Certificate
- Enter College / Job Training
- Enter / Retain Employment
- 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	In-Person / Site	Term	Days	Time	Learning Program
Beginning	Adult Education Center	School Year	Mon, Tues, Wed	615-9 pm	<a href="#">BurlingtonEnglish</a> , Beginner
Intermediate	Adult Education Center	School Year	Tues, Thurs	615-9 pm	<a href="#">BurlingtonEnglish</a> , Intermediate
Advanced	Adult Education Center	School Year	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

# Goals & Attendance Policy

English as a Second Language  
(ESL)

## Goals:

The Adult Education Center ESL program helps students reach the English language skills needed to join the Adult Basic Education (ABE) or Adult Secondary Education (ASE) program in 2-3 years. To achieve this, students will complete the program's 5 ESL levels.

## Placement:

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

## Enrollment & Attendance Policy:

Regular attendance is important for your success in the program. Students who miss class for more than two consecutive weeks without contacting their instructor may be dropped from the program.

# Preparation for Citizenship

Who?

Individuals who hold a Permanent Resident Card (Green Card) for at least 5 years. If you are married to a U.S. citizen, you may be eligible after 3 years.

What?

Our Citizenship class equips you with the knowledge and skills you need to succeed on the Citizenship exam. You'll receive guidance from your teacher on completing your application and practicing for your interview.

How? Get Started in 3 Easy Steps:

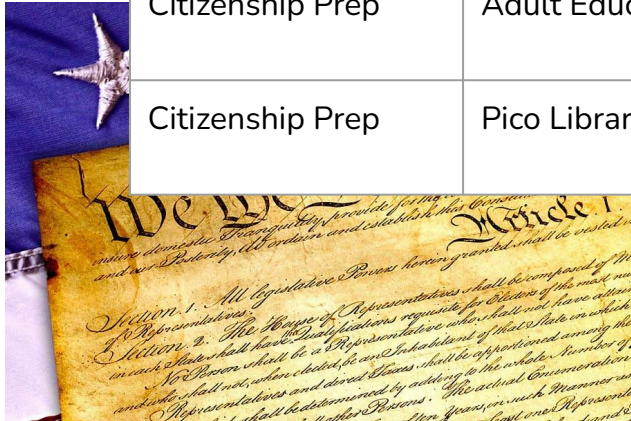
1. Complete the Enrollment Application and Assessment: This helps us place you in the right class level.
2. Meet with a Counselor: Discuss your goals and create a personalized learning plan.
3. Start Attending Classes: Begin your journey towards achieving your educational goals!

Important Note: Regular attendance is essential for success. Students who miss class for more than two consecutive weeks without contacting their instructor may be dropped from the program.

# Citizenship Preparation Class Schedule



Level	In-Person	Schedule	Learning Program
Citizenship Prep	Adult Education 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  
& Citizenship Preparation

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.

# Adult Basic Education (ABE)

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 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 Basic Education Class Schedule



Level	In-Person	Schedule	Learning Program
English Fundamentals	Adult Ed Center	Thursday 6:15-9 pm	<a href="#">Edgenuity</a>
Math Fundamentals	Adult Ed Center	Wednesday 6:15 - 9pm	<a href="#">Edgenuity</a>



# Adult Secondary Education (ASE)

High School Diploma

Who?

Students who would like to complete their High School Diploma requirements

What?

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

How? Here's how to complete your high school diploma requirements:

1. Take an assessment exam: This test will help determine your current academic level.
2. Meet with a counselor: Discuss your exam results, earned credits, and any additional tests you may need to graduate.
3. Enroll in classes: Based on your counselor's recommendations, choose the classes you need to complete your diploma.
4. Attend classes regularly: Consistent attendance is crucial. Students who miss more than two weeks of classes risk being dropped.



# Adult Secondary Education (ASE)

High School Equivalency

Test Preparation

- [GED Test Information](#)
- [HiSET Test Information](#)

Who?

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

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? Here's how to complete your high school diploma requirements:

1. Take an assessment exam: This test will help determine your current academic level.
2. Meet with a counselor: Discuss your exam results, earned credits, and any additional tests you may need to graduate.
3. Enroll in classes: Based on your counselor's recommendations, choose the classes you need to complete your diploma.
4. Attend classes regularly: Consistent attendance is crucial. Students who miss more than two weeks of classes risk being dropped.

# Adult Secondary Education Class Schedule



Program	In-Person	Schedule	Learning Program
High School Diploma & Test Prep / English Subjects	Adult Ed Center	Thursday 6:15 - 9 pm	<a href="#">Edgenuity</a>
High School Diploma & Test Prep / General Subjects & Electives	Adult Ed Center	Tuesday & Thursday 6:15 - 9 pm	<a href="#">Edgenuity</a>
High School Diploma & Test Prep / Math Subjects	Adult Ed Center	Wednesday 6:15 - 9 pm	<a href="#">Edgenuity</a>

# Career Technical Education (CTE)

Introduction to Building and  
Construction Trades with  
Apprenticeship Readiness

Who?

Students who would like to start a career in the building and construction trades.

What?

The Multi-Craft Core Curriculum (MC 3) introduces students to the basics of the different crafts (carpentry, plumbing, ironwork, etc.) with in the construction industry.

How? Here's how to complete your pre-apprenticeship certificate requirements:

1. Participation in an information and orientation session: Receive more information regarding the course expectations.
2. Take an assessment exam: This test will help determine your current academic level.
3. Meet with a counselor: Discuss your exam results and any additional tests you may need to earn your certificate.
4. Enroll in classes
5. Attend classes regularly: Consistent attendance is crucial. Students who miss more than two weeks of classes risk being dropped.

# Career Technical Education Class Schedule



Program	Format / Site	Date	Schedule	Learning Program
Information & Orientation Session	In-Person / Adult Ed Center	Wed., 9/4	6:15 pm	
Information & Orientation Session	Online / Zoom	Thurs., 9/5	4:00 pm	
Introduction to Building and Construction Trades with Apprenticeship Readiness	In-Person / Adult Ed Center	9/16/24 - 12/19/24	Mon, Tues, Wed & Thurs 6:15 - 9 pm	Multi-Craft Core Curriculum

# Counseling



Your personal success team is here!

Your counselor is your partner in achieving your educational goals. They'll help you:

- Craft a winning plan: Choose the perfect courses to reach your graduation target.
- Set your sights high: Define your educational goals and map your path to success.
- Unlock amazing resources: Get connected to a variety of services to support you, from college prep to health and wellness!

Counselors:

- Harmony Rousseau (Diploma, Test Prep, CTE) [hrousseau@smmusd.org](mailto:hrousseau@smmusd.org)
- Gregory Dixon (ESL & Citizenship) [gdixon@smmusd.org](mailto:gdixon@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

# Your Roadmap to Success: The Student Education Plan



## Building Your Future: A Step-by-Step Guide

This plan helps you map your educational journey and achieve your goals!

- Student Education Plan Level Placement: We'll assess your current academic standing to find the right starting point.
- Track Your Progress: Monitor your achievements and celebrate milestones along the way.
- Set Attainable Goals: We'll work together to define short-term goals that pave the way for success.
- Define Your Academic Goals: Chart your academic course, whether it's earning a high school diploma, preparing for college, or acquiring specific skills.
- Explore Career Options: Discover career paths that align with your interests, and set goals to get you there.
- Course Selection Made Easy: We'll recommend the perfect adult school courses to meet your needs.
- Find the Right Program: Explore options like Adult Basic Education (foundational skills), Adult Secondary Education (high school diploma completion), non-credit courses (targeted skill development), and Career Technical Education (career-specific training).
- Connect with Resources: We'll connect you with community and educational agencies that offer additional support, like job training or social services.

Let's build your future, together!

# Student Learning Expectations



You've got this! Here's how to crush your goals this year:

- Yearly Plan Refresh: Start strong by updating your student education plan. This keeps you focused and on track.
- Investing in Your Future: Each course is roughly 70-100 hours of valuable learning that gets you closer to your dreams.
- Mastering the Skills: The CASAS Post Test helps you showcase your progress and celebrate your achievements.
- Interactive Learning: Active participation in classroom instruction and assessments is key to success.
- Tech Savvy: Digital Literacy activities equip you with the skills to thrive in today's world.
- Your Voice Matters: Student surveys help us improve your learning experience.

Remember, you are capable of amazing things! Let's make this year a success

# 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> <a href="https://calendly.com/mbarajas-ecs">https://calendly.com/mbarajas-ecs</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
Lorena Martin	General Information	Administrative Assistant	<a href="mailto:lorena.martin@smmusd.org">lorena.martin@smmusd.org</a>	(310) 664-6222, Ext. 76202
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
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# Explore a New Path at Santa Monica College!

## Noncredit Certificate Programs

- Jumpstart your career
- Continue your education
- Develop new skills
- Free Classes
- Free Certificates
- No Prerequisites!

Visit [Noncredit Initiatives & Programs](#) for a complete list of classes and enrollment or call (310) 434-3399.

[Santa Monica Regional Consortium for Adult Education](#)

Contact Adult Education Center  
Counselors for more information!

Harmony Rousseau [hrousseau@smmusd.org](mailto:hrousseau@smmusd.org)  
Gregory Dixon [gdixon@smmusd.org](mailto:gdixon@smmusd.org)