



2008 - 2009

Master Plan of Instruction Adult Basic Education

ABE



MISSION: Lake Technical Center's mission is to meet the educational needs of the community by offering a variety of high quality career-technical training opportunities.

charting new directions

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LAKE TECHNICAL CENTER

Adult Basic Education (ABE)

INTRODUCTION

Adult Basic Education (ABE) is designed to develop literacy skills necessary for successful employment and citizenship. Adult Basic Education prepares students to enroll in GED preparation courses and is available in a classroom setting or online. Trained staff members prescribe programmed learning materials that are appropriate to the student's learning level and style. There is no cost to students for ABE study. Individuals who are 16 years or age or older are eligible for enrollment.

PURPOSE

The purpose of this program is to provide basic literacy and life skills for adults who are performing at or below the eighth grade level. The content develops basic literacy in all areas of knowledge.

ADMISSIONS REQUIREMENTS

Enrollment in ABE complies with school policy and state law. Students take the TABE prior to enrollment.

ESSENTIAL TRAINING TASKS

Physical Requirements

Ability to sit for long periods of time and comprehend spoken, signed and/or written words.

Mental and Emotional Requirements

Ability to:

1. Work with others.
2. Interpret a variety of instructions furnished in written, signed, oral, and/or diagrammatic form.
3. Plan, organize, and manage time and daily activities.

GENERAL INFORMATION

Fees

There are no tuition fees charged for ABE students. Students are required to purchase a parking permit and LTC student picture ID if they attend classes during the day.

Reason For Withdrawal

Noncompliance with guidelines for ABE will result in withdrawal from the program.

GUIDELINES FOR STUDENT CONDUCT

In order to provide students with a positive and successful learning experience, certain rules and procedures must be followed:

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In order to provide students with a positive and successful learning experience, certain rules and procedures must be followed:

1. Instructors will provide assistance when needed. To ensure your success, communication and a positive working relationship with your instructors are vital. Inform your instructor about any concerns relating to your progress. For those working on computer and needing assistance, please put the red cup on computer to let the instructors know that you need assistance.
2. At school or on a job, attendance and punctuality are extremely important. You will be expected to attend class every day, according to your set schedule. Please inform the VPI lab if you are going to be absent for an extended period or if you need to withdraw from class. Six consecutive absences will lead to withdrawal. If

you are withdrawn due to excessive absences, you may return only on designated start dates. Students with a history of poor attendance will need administrative approval to re-enroll. A Student Intervention Team (SIT) meeting and attendance/behavior contract may be required. It is essential that you arrive on time and begin work promptly. Please do not bring family or friends to class with you or have them wait on campus while you are in class.

3. Students are to park in the south parking lot leaving the row next to the building free for staff and cosmetology patron parking. Students should only be in the parking lot when arriving at or leaving campus. Students who are being dropped off and picked up for class should do so at the Adult Education Lab – Building 5. Students are to remain in the classroom on task until scheduled time of departure.
4. When you arrive at your scheduled time, please enter your social security number into the attendance computer. You will be marked absent if you fail to clock in and out. If you need to leave campus earlier than your scheduled departure time, please fill out the VPI check-out form located at each clock-in computer. Students who are under 18 will need parent/guardian permission before leaving campus.
5. There is NO BREAK for students who are scheduled for two hours. If you need to use the restroom, you may clock out on the attendance computer and clock back in upon your return to the classroom. Restrooms are available in the main building – first hallway to the left. School policy states that smoking is permitted only in the designated smoking area. Students must be 18 or older to be in the smoking area. Food and drinks are not permitted in the classrooms. Only capped water bottles may be brought into the learning lab – no cups.
6. Please bring your own pencil or pen and paper to class. You will be given a student folder for personal materials. This folder will be kept in the file cabinet next to the clock-in computer. PLEASE return all tests and study materials to their designated places. If you would like to check out materials for home study, please see an instructor. Books are available for purchase from the school bookstore. Please respect school property by refraining from writing on desks, mouse pads or any other school property.
7. Please do not bring iPods or CDs to school. However, you may provide your own personal headset. Cell phones MUST be turned off or put on silent mode.
8. To maximize your progress in the lab, we stress staying on task, working independently and asking for assistance when needed. Please report distractions that interfere with your study. Consideration for other students is very important, so please refrain from visiting in the lab.
9. Good personal appearance and hygiene are important. Please conform to the Lake Tech dress code policy. Shorts less than knee length, revealing tops such as midriffs/tank/halter tops, short skirts, flip-flops, hats and clothing with inappropriate slogans are not permitted in the classroom. Please see the catalog for more information about the school dress code.
10. If you are working on a computer, it is necessary to return to the “student log-in screen” before exiting to avoid losing completed lessons. Ask an instructor for procedures. Please push your chair in and throw all trash away before departing each day.

ATTENDANCE POLICY

As is expected in the workplace, when it is necessary to be absent due to illness or emergency situations, all students are to notify the instructor on or before the date of absence.

The Code of Student Conduct approved by the Lake Technical Center Charter School Board, states that students are expected to be present for all class sessions. The student attendance code for each adult program is consistent with industry standards as recommended by the program advisory committee and approved by the administration of the Lake Technical Center.

Campus attendance is kept via a computerized system. It is the responsibility of the student to **log in and out** in order to receive credit for class time. This allows the school to keep accurate attendance records for the actual number of hours and minutes attended.

The Instructor may recommend withdrawal if absences are excessive. In addition, six consecutive absences may lead to withdrawal. The withdrawal date will be the day after the last day of attendance.

DRESS POLICY

As stated in the Code of Student Conduct approved by the Lake Technical Center Charter School Board, students who attend the Lake Technical Center shall dress in an appropriate manner. The postsecondary program student dress code is consistent with industry standards and societal norms.

Normal classroom attire will be clean, neat, modest, in good repair, and appropriately sized. "Appropriately sized" is defined to mean clothing that is neither constricting nor more than one size larger than the normal waist size. Attire will also comply with any requirements of the Lake Technical Center as stated in the Student Code of Conduct and be neither distracting nor offensive. Blue jeans are permitted provided they meet the requirements specified above. Shorts are permitted if they are knee length or longer and meet the above standards. Students who are inappropriately dressed may be excused from class and counted as absent at the instructor's discretion. The normal attendance policy will apply to these absences.

Attire which is not appropriate for program attendance includes:

1. Tank tops, less than sleeveless attire, midriff revealing tops
2. Clothing with inappropriate messages or pictures
3. Flip-flops and thongs
4. Hats are not to be worn in the classroom.

FINANCIAL AID

Financial Aid is available for many certificate programs. Policies and guidelines for the administration of all financial aid are established according to federal and state law by a financial aid committee and published in the Financial Aid Policies and Procedures Manual. Applicants complete an information form, Free Application for Federal Student Aid, and furnish documentation needed to verify eligibility.

The Financial Aid Office will assist students, where possible, with access to financial support offered by federal agencies (U.S. Department of Education – Pell Grants, Department of Veterans' Affairs), other state and local agencies and local organizations (scholarships).

Financial Aid personnel are available daily to assist students with financial aid needs and requests. The Financial Aid Coordinator is also the liaison for all local agencies.

PLAN OF INSTRUCTION

Objectives

The aim of ABE is to provide basic literacy and life skills for students performing at or below the eighth grade level. The program is characterized by open-entry/open-exit enrollment, self-paced instructional modules that relate to the student's goal and learning style, flexible schedules, and performance-based (non-graded) evaluations.

Another characteristic element of the ABE classroom is the personalized approach and unique relationships established between students and instructors. ABE study materials are self-instructional; therefore, the primary role of instructors is managerial. Instructors provide encouragement and clarification to maintain a positive learning environment and to facilitate attainment of academic goals. Students who retest at levels above 9 on the TABE may enroll in the GED program.

Goals and objectives for ABE are:

1. To identify the student's level of academic competence in reading, math, and language through the TABE evaluation.
2. To diagnose deficiencies in basic skills and assess remediation needs based on each student's educational goals.
3. To prescribe individual study plans (prescriptions) in each subject area needing remediation.
4. To manage, monitor, and evaluate the student's learning activities and progress and provide immediate feedback.

5. To develop desirable behavior patterns which increase employability potential.

Completion time is also a variable dependent upon the student's academic level at entry; time spent in the lab, and program or personal goal requirements.

Learning materials may consist of modules, which address small increments of study in a carefully designed hierarchy of skills. Progress checks or module tests are a part of each learning module. A more comprehensive computer assisted instructional system, which tests diagnostically in the areas of reading (language arts) and mathematics and produces a prescriptive lesson path for each student is available in the lab. Based upon an evaluation of each student's needs and goals, instructors determine which study format a student will follow. When sufficient competence in the needed subject area has been achieved, students are retested on an alternate form of the TABE.

Instructional Materials

The ABE classroom is equipped with a wide variety of multi-media materials to meet diverse academic levels, interests, and learning styles of students. These include textbooks, workbooks, programmed written materials, videos, computer software, and the Internet.

Provisions For Meeting Individual Needs For Students

Individualized lesson plans are prescribed for all students that address individual needs in reading, math, and language. Modality tests determine the student's learning style, meeting needs of visual, auditory, and tactile learners. Some students prefer a variety of instructional materials for multiple sensory activities.

A Special Needs Coordinator is available to provide assistance to students with special needs. Adult students with disabilities must self-identify and request accommodations.

Student Progress Data

Students are given immediate feedback on all class work and tests. Scores and dates are recorded on individual prescription sheets. As students complete prescriptions, the TABE is re-administered. Computer printouts of all test grades and modular analysis are available for comparison.

EMPLOYABILITY SKILLS

Appropriate grooming and employability skills are an integral part of the ABE program. Regular attendance, punctuality, and proper notification of absences are required. Instructors give assistance and counsel students regarding good work habits in preparation for work force entry and/or entry into the GED program of study.

ADVISORY COMMITTEE

Community representatives and school staff serve on the Advisory Committee. Committee members represent many of the schools and agencies with whom ABE staff must interact to coordinate efforts made on behalf of the student population. Educational trends at the local, state, and federal levels are shared among committee members.