

LAKETECH

2010 - 2011

Master Plan of Instruction General Education Development

GED



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

Master Plan of Instruction

General Education Development (GED)

INTRODUCTION

The primary function of the GED program is to prepare students to successfully pass the official GED exam and be awarded a State of Florida High School Diploma. Instructors prescribe appropriate learning materials in the academic areas of reading, math, writing, science and social studies. Students are given the official GED practice tests and remediation is provided as indicated by pretest results. Test taking strategies are also incorporated into the curriculum. There is no cost to students for GED study. Individuals, 16 years or older, are eligible for enrollment in a classroom setting or online. Students under the age of 18 must meet certain academic and attendance requirements before being given an early testing waiver.

PURPOSE

The purpose of the GED program is to prepare students for academic and personal success through obtaining the necessary skills required to pass the official GED test and be awarded a State of Florida High School Diploma. This program strives to motivate students to utilize the acquired skills in the workforce and to achieve career and vocational training and job placement success.

ADMISSIONS REQUIREMENTS

Enrollment in the GED program complies with school policy and state law. Students must score 9.0 or higher on each section of the TABE (Test of Adult Basic Education) to be enrolled in GED classes. If scores are lower than 9.0, students will be enrolled in ABE (Adult Basic Education) classes.

GENERAL INFORMATION

Fees

There are no fees charged for GED students. However, students who attend classes are required to pay a \$10 registration fee and obtain a parking permit and a LTC student picture ID. Students may purchase the GED Complete Study Guide available from the school bookstore. Students pay for the official GED test when registering for the test.

Reason For Withdrawal

Noncompliance with guidelines for GED 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:

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.
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. Online students should follow the Adult Education Distance Learning Policy. Please inform your learning facilitator 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 School 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 enrolled in a program on the main campus must park in the south parking lot leaving the row next to the

building free for staff and cosmetology patron parking. All vehicles in the student parking lot must have a current Lake Technical Center decal displayed. 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. Main Campus: 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.
5. 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. Per school policy, 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/earphones. 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. All clothing must be neither distracting nor offensive and 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. Visible body piercing other than earrings, flip-flop or thong-style shoes, less than sleeveless tops and clothing which exposes the wearer's underwear or midsection are among items prohibited by the school dress policy.
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. A pattern of "no calling" will require a behavior contract.

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.

The main 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.

Students enrolled in the distance education class must follow the Adult Education Distance Learning Attendance Policy.

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. Lake Technical Center issued ID badges should be worn at all times while on campus. 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. Shoes must be appropriate to safety/industry standards as determined by program instructor
4. Hats are not to be worn in the classroom
5. Visible body piercings other than earrings are not permitted.

FINANCIAL AID

Students interested in enrolling in a certificate program should visit Lake Tech's Financial Aid Office. 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 goal of the GED program is to help students obtain the necessary skills required to pass the official GED test and to be awarded a State of Florida High School Diploma. The GED program is characterized by open-entry/open-exit enrollment. Self-paced instructional materials include computer software, textbooks, workbooks, learning module curriculum kits, teacher designed curriculum and GED practice tests. The student's learning style is determined by a test given at the time of orientation and is taken into consideration when assigning individual learning activities.

A positive characteristic of the GED program is the personalized approach and unique relationships established between students and instructors. GED study materials are self-instructional so the primary role of instructors is as a facilitator. Instructors provide encouragement and clarification to maintain a positive learning environment and to facilitate attainment of academic goals.

Goals and objectives for the GED program are:

- a. To identify the student's level of academic competence in reading, math, and language through the TABE.
- b. To diagnose deficiencies in basic skills and assess remediation needs based on each student's levels.
- c. To prescribe individual study plans in each subject area needing remediation.

- d. To manage, monitor, and evaluate the student's learning activities and progress and provide immediate feedback, both positive and constructive, through progress checks.
- e. To administer GED practice tests and remediate areas in need of improvement

Completion time is a variable dependent upon the student's academic level at entry, time spent in the learning lab, and consistent progress.

Instructional Materials

The GED program 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 Internet access.

Provisions For Meeting Individual Needs For Students

All students are prescribed individualized lesson plans which address their needs in reading, math, language, writing, science, and social studies. Modality tests determine the student's learning style, in order to meet the needs of visual, auditory, and kinesthetic learners.

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. The TABE and the GED practice tests determine individual progress and readiness for the Official GED Test.

PLAN OF INSTRUCTIONAL PRACTICES

Instructors strive to remedy specific educational deficiencies using the latest technology, relevant sections of available programmed texts, and other instructional materials. Instructional materials are regularly evaluated and supplemented to meet contemporary needs, interests, and learning styles. Instructors are aware of individual differences and needs. A logical sequence of learning activities is developed which can be addressed in the student's preferred learning style.

EMPLOYABILITY SKILLS

Appropriate grooming and employability skills are an integral part of the GED program. Regular attendance, punctuality, and proper notification of absences are required. Instructors give assistance and counsel students regarding good work habits in preparation for the GED exam and improved employment opportunities.

ADVISORY COMMITTEE

Community representatives and school staff serve on the Adult General Education Advisory Committee. Committee members represent many of the schools and agencies with whom the GED 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.

COMPONENTS OF STUDENT PERFORMANCE STANDARDS

Instructional strategies for this program include methods that require students to identify, organize and use resources appropriately; to work with each other cooperatively and productively; to acquire and use information; to understand social, organizational and technological systems; and to work with a variety of tools and equipment. Instructional strategies also incorporate methods to improve students' personal learning strategies and high-order thinking skills.

After successfully completing appropriate coursework for each subject area of the program, the student will be able to pass the Official GED Test in each area.