

# LAKETECH

Lake Technical College

2015 - 2016

## Master Plan of Instruction Adult Basic Education ABE



The mission of Lake Technical College is to be an integral component of the economic growth and development in our community by offering a variety of high quality career-training opportunities.

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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. Individuals who are sixteen (16) years of 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 Test of Adult Basic Education (TABE) prior to enrollment.

### ESSENTIAL TRAINING TASKS

#### **Physical Requirements**

Student must have the ability to sit for long periods of time and comprehend spoken and/or written words.

#### **Mental and Emotional Requirements**

Ability to:

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

### ACCOMMODATIONS

Federal and state legislation requires the provision of accommodations for students with disabilities as identified on the secondary student's IEP or 504 plan or postsecondary student's accommodations plan to meet individual needs to ensure equal access. Postsecondary students with disabilities must self-identify, present documentation of accommodations, if needed, and develop a plan with their postsecondary service provider.

Students desiring accommodations or updates to their accommodations are encouraged to self-identify as early in the program as possible. In order to receive disability accommodations, students must self-disclose the disability to the Students with Disabilities Coordinator and provide documentation that clearly shows evidence of a disability and applicable accommodations. The Students with Disabilities Coordinator will schedule a meeting with the student and instructor to discuss the documented disability and applicable accommodations.

Accommodations received in postsecondary education may differ from those received in secondary education. Accommodations change the way the student is instructed. Students with disabilities may need accommodations in such areas as instructional methods and materials, assignments, and assessments, time demands, and schedules, learning environment, assistive technology and special communication systems. Documentation of the accommodations requested and provided should be maintained in a confidential file.

## GENERAL INFORMATION

### Fees

Students who do not have a valid TABE score are required to take the test for admission into an adult education program. The test is \$20. In addition, there is a per term tuition rate of \$30.

### Reason For Withdrawal

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

## GUIDELINES FOR STUDENT CONDUCT

**Dream it...Plan it...Do it...Be it**

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

1. Your study plan is based on your needs and skills. Instructors will provide assistance. To ensure success, communication, a positive attitude and work ethic, punctuality, and attendance are vital. Inform your instructor about any concerns relating to your progress. To maximize your progress in the lab, we stress staying on task and working independently. Please report distractions that interfere with your study. Consideration for other students is very important. Please refrain from visiting and talking in the classroom unless you are meeting with your instructor or asked to appropriately engage your peers.
2. Whether at school or on a job, attendance and punctuality are extremely important. You will be expected to attend class every day, as scheduled. Online students shall follow the Adult Education Distance Learning Policy. Please inform your instructor if you are going to be absent for an extended period, if you need to change the scheduled class/hours, or if you need to withdraw from class. **A student who is absent for six (6) consecutive class sessions will be withdrawn from membership in his/her program.** Administrative approval may be required for students with poor attendance to re-enroll. **Students exhibiting a pattern of consecutive absences less than six days** will be subject to dismissal as determined by a School Intervention Team (SIT) meeting and an attendance/behavior contract may also be required. The School Intervention Team will review all applications for reenrollment. No additional fees will be charged if the student returns during that current semester, provided fees have not been refunded.
3. Main campus: All students are responsible for their attendance. When you arrive at your scheduled time, please enter your first and last initial of both your first and last names, as well as the last four numbers of your social security number or scan your name tag into the attendance computer. You will be marked absent if you fail to clock in and out.
4. Main campus: If you need to use the restroom, you may sign out on a designated sheet and sign back in upon your return to the classroom. Restrooms are available in the main building – first hallway to the left.
5. Students enrolled in a program on the main campus must park in the south parking lot except those indicated for staff and cosmetology customers' parking. All vehicles in the student parking lot must have a LTC parking decal displayed. Students should only be in the parking lot when arriving or leaving campus. Students who are being dropped off and picked up for class should do so at the drop-off area located at the south end of the front building. Students are to remain in the classroom on task until scheduled time of break or end of class.
6. Please refrain from bringing family or friends to class with you or having them wait on campus while you are in class. Main campus: All visitors must check-in at the kiosk in the main building.
7. 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 stored in the classroom. PLEASE remove only one test at a time. Return all tests and study materials to their designated places when finished with them or at the end of class. Please respect school property by refraining from writing on desks, mouse pads, or any other school property.
8. Refrain from changing computer settings to include screen savers, adjusting desktop icons, and the volume of sound. Using personal technology devices such as cell phones, I-Pods, I-Pads, CD players, etc., during

class time is unacceptable. Text messaging is only permitted when part of a classroom lesson under the supervision of the instructor. However, you may provide your own personal headset/earphones. Cell phones MUST be turned off or put on silent mode. Emergency phone calls must be taken outside of the classroom.

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, and hats 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 leaving class. Students will clean their work stations, push their chair in and throw trash away. An instructor will review classroom procedures with all new students.

## **GENERAL SCHOOL INFORMATION**

### **Campus Safety**

Lake Technical College makes every effort to provide a safe environment for all students, visitors, faculty and staff. Basic safety standards, which will include fire drills, weather drills, equipment usage, and traffic regulations, will be covered in the program orientation. These basic safety standards will be reinforced throughout the program enrollment. See the current school catalog for additional campus safety information.

### **Children on Campus**

Students and employees are expected to make off-campus childcare arrangements. The College assumes no responsibility for the supervision of children. At no time should children be left unattended either in buildings, grounds or vehicles.

### **Food and Drink**

To protect equipment and furnishings in the classroom and laboratory areas, only water, in closed, covered containers, is permitted. No other food or drinks are allowed, unless specific permission is granted by the instructor. However, under no circumstance may food or drinks be in the laboratory areas.

### **Lunch**

Food services are provided on the main campus by the Commercial Foods and Culinary Arts program and are available during breaks and lunch. Adult students may leave the LTC campus during the scheduled 30-minute lunch break as long as they return to class on time.

### **Parking Regulations**

Students at the main campus may park only in the south parking lot in spaces not designated as staff or customer service parking. For safety, loitering in or around vehicles once the vehicle is parked is not permitted and a 10 mph speed limit is enforced. In consideration of the neighbors and classes in session, loud music in vehicles on campus is prohibited.

### **Smoking**

Lake Tech is a tobacco free institution. The use of tobacco products of any kind, including e-cigarettes, is not permitted at any Lake Tech location.

## **ATTENDANCE POLICY**

In an effort to develop appropriate work ethics, LTC students are expected to attend all class sessions. Only regularly scheduled class hours will be reported for attendance. Some programs require more stringent attendance due to licensure rules as set forth in the program Master Plans of Instruction. Make-up time will not be accepted. Students with continued excessive absences will be subject to penalties such prohibition from re-enrollment in the next grading period.

### **Absences**

If it is necessary to be absent due to illness or emergency situations, all students are to notify the instructor as

soon as possible prior to the start of class, as is the case in the workplace when students are fully employed.

Students in ABE, GED, and AAEE programs must have achieved a minimum of 80% attendance at the end of each quarter. Students not having met this requirement will sign an acknowledgement that they have been notified that continued absences will pose a threat to program enrollment. School Intervention Team meetings will be held as necessary to attempt to alleviate issues resulting in excessive absences and to counsel the student of possible alternatives and consequences.

Students on attendance contracts are deemed to be on probation until such time that their absences are less than 20%.

### **Tardiness**

Students are expected to be in their seats promptly for the start of class. As a courtesy, students must notify the instructor before the start of class of any anticipated tardiness and an expected arrival time. This allows the instructors to best utilize their time.

### **Leaving Campus during School Hours**

For safety reasons, all students must notify their instructor when leaving campus early. Students may leave campus for lunch provided this is done within the allotted time.

### **Adult Education Distance Learning Policy**

Only through continuous communication with your instructor and consistent work habits can an online course be a successful experience. Please read the following policies and procedures to understand the specific participation requirements to maintain enrollment in the online GED course.

You will receive email notification from your instructor with course information, required forms to be completed and other pertinent information within 1-3 business days of your enrollment, provided you supply Lake Tech with a working email address. Once you have submitted any required forms or requests, your instructor will provide your login information.

You are enrolled for ten (10) hours each week. Your attendance will be determined by the number of work hours on computer-based coursework, additional assignments and other events as determined by your instructor. Attendance reports will be run each Monday by the instructor and submitted to the Adult Education Program Coordinator for review.

GED online students are required to participate a minimum of eight (8) hours each week. If you have participated less than eight (8) hours in a week, you will be notified by your instructor. To maintain your current enrollment status, you must show a minimum of 8 hours of participation for EACH of the next two (2) weeks.

If you do not meet the above requirements, your instructor will notify Lake Technical College that you have been withdrawn from the course. It is important to notify your instructor of circumstances that may prevent you from attaining the required number of hours of participation.

Re-admission will be subject to availability, willingness to abide by the policies and procedures for distance learning (online classes), and current re-admission procedures of the Admissions Office.

A meeting with the Adult Education Program Coordinator will be required before re-enrolling in the course.

## **STUDENT DRESS CODE**

Students who attend Lake Tech shall dress in a manner appropriate for the job in which they are receiving training, including any special protective gear and professional uniforms. All clothing must be neither distracting nor offensive and be clean, neat, modest, in good repair and appropriately sized. Please refer to the Master Plans of Instruction for individual program dress code policies.

The director or designee has the final authority for determining whether or not a student's apparel conforms to the dress code. If it is determined that it does not, students will be required to change into clothing which will

conform to this code or leave campus. Students may return to campus when they have changed into appropriate clothing.

## **PLAN OF INSTRUCTION**

### **Objectives**

The aim of ABE is to provide basic literacy and life skills for students who are 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 students' goals and learning styles, flexible schedules, and performance-based (non-graded) evaluations.

A positive characteristic 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 the instructor is as a facilitator. 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 help students develop a career path that matches their skills, desires and interests to appropriate postsecondary education and work.
2. To identify the students' level of academic competence in reading, math, and language through the TABE.
3. To prescribe individual study plans for each subject area needing remediation.
4. To manage, monitor, and evaluate the students' learning activities and progress and provide immediate constructive feedback through progress checks.
5. To obtain the skills so as to advance to the GED program.

Completion time is also a variable depending on 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, the student is 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 of 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 Students with Disabilities 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 Adult General Education 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.