



2012 - 2013

# 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.

No person shall, on the basis of race, color, creed, religion, sex, age, handicap, marital status, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity under the direction of Lake Technical Charter Board. Lake Technical Center is an Equal Opportunity Institution.

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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 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 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**

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 for in-state residents and \$120 for out-of-state residents. Please see the Admissions Office for details regarding residency requirements.

#### **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 should 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. Six consecutive absences will lead

to withdrawal. Students with a history of poor attendance may need administrative approval to re-enroll. A School Intervention Team (SIT) meeting and attendance/behavior contract may be required.

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 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 before or after class. 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 classrooms.
5. Main campus: 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 an LTC sticker 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 departure.
6. Please refrain from bringing family or friends to class with you or have them wait on campus while you are in class. Main campus: All visitors must check-in at the front office.
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 only pull 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. Books are available for purchase from the main campus bookstore. 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. Refrain from using personal technology devices such as cell phones, I-Pods, I-Pads, CD players, etc. 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 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. Please ask an instructor for procedures.

### **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.

#### **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 non-licensure 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 grades and 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 who miss more than 20% of their program will not be allowed to re-enroll the next semester and must wait until the following enrollment period to re-register. *\*Note: licensure program attendance policies may be more rigid due to licensure requirements and supersede this policy.*

Only regularly scheduled class hours will be reported for attendance. Make-up time will not be accepted.

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

Students with excessive absences will be subject to penalties such as loss of financial aid, lower work habits grades and prohibition from re-enrollment in the next grading period.

A student who is absent for six (6) consecutive class sessions will be withdrawn from membership in his/her program. Students exhibiting a pattern of consecutive absences less than six days will be subject to dismissal as determined by a School Intervention Team. A 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.

### **ACCEPTABLE DRESS**

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. When 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.

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.

### **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.

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 instructors 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 post-secondary 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 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.