

ABE/GED Orientation for 1st Day of Class

Below is a guide to help you address the key points on the first day of class.

“Welcome! We look forward to assisting you as you strive to reach your academic goals. In order to receive the maximum benefit from the program, there are a few rules & regulations that must be discussed.”

Academic Dishonesty & Defacing Property

- Cheating on assignments and theft of materials are not acceptable and may result in program removal.
- Graffiti/writing in textbooks, on walls, and desks are prohibited.

Abuse & Behavior

- Physical abuse or threat of physical abuse, and/or gang activity will not be tolerated and will result in removal from the program and arrest.
- Students who are disrespectful to any college employee and/or other students can expect to be removed from the ABE/GED program.

Attendance

- Students are required to attend class on a regular basis and be on time. Attendance Policy:
 - *Tardy means the student arrives to class any time after the exact start time of the class. We will also use the Tardy mark for students leaving class early. Arriving to class less than 15 minutes late or leaving class less than 15 minutes early will be recorded as a tardy.*
 - *Arrival to class more than 15 minutes late equals one absence. Leaving more than 15 minutes early equals one absence.*
 - *Three tardies equal one absence.*
 - *5 absences will result in removal from current term academic classes for students attending morning classes beginning this term (8 week duration).*
 - *3 absences will result in removal from current term academic classes for students attending afternoon and evening classes beginning this term (8 week duration).*
- Retention Specialists will contact students once the student misses half of the maximum absences to issue an *Official Warning* and again to process *Program Class/Removal* if the student reaches the maximum.
- Failure to comply with the attendance policy may result in removal from class(es) for the term and no tuition refund will be provided.
- If a student is removed from the program for two consecutive terms due to attendance issues, he/she will not be allowed to register for classes for 16 weeks.

Dress Code

- If dressed inappropriately, a student will be given the opportunity to change into dress-compliant clothing or leave for the day. A second offense warrants a Student Intervention Group (SIG) meeting.

Electronic Devices

- Cell phones must be on silent or off while in classrooms. Disrupting learning with text messages and missed calls will affect the classroom atmosphere and students' progress.
- MP3s or iPods may be used as long as there is no disruption to others and the student is making progress; personal headphones must be used with MP3s and iPods. Also, if a guest comes into the class to make an announcement, or if the class is engaged in a group lesson, show respect by removing the headphones from your ears.

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Food & Drink

- Capped/covered non-alcoholic beverage containers are permitted in the classrooms.
- Snacks are permitted in the classrooms as long as packages are properly disposed of; no 2, 3, 4, or 5-course meals are allowed.

Illegal Substances & Tobacco Products

- It is illegal to smoke tobacco under the age of 18.
- Possession, use, or sale of illegal substances, alcohol, and/or weapons will result in immediate removal from the Adult Education program and likely result in an arrest.
- Smoking within 50 feet of the building is illegal; dispose of your cigarettes in the sand-filled ash trays provided.

Testing & Promotions

- Students are expected to complete a pre-test and post-test on a subject within a certain period of time.

Morning	Afternoon/Evening
Post-test every 8-9 weeks	Post-test every 16 weeks, unless it is a subject being studied during Special Topics. If so, testing should occur sooner.

- Increased scores will promote students to a more difficult level.
- *Remind students of the goal:* Achieve 11.0 on Advanced or Difficult level and move to GED prep. In GED Prep, students will take the Official Practice Tests. The OPT GED is a very strong indicator of future performance on the GED exam. Students should be reminded that until they reach GED prep, they are working on mastering basic skills in reading, language and math. The GED is a timed test, some would say that it is not what you know, but how fast you know it. Therefore reviewing the same basic skills (give examples) in each of the levels/labs prepares students for mastery of concepts. Once they reach GED prep, they will apply this knowledge to more complex and difficult problems and questions.
- Explain the actual process of signing up and taking the Complete Battery – What are the steps to sign up? When is the test offered? This will vary by campus.

Communication

- We want students to be responsible for their learning. It is important for students to communicate learning obstacles, testing issues, and general questions with their teachers and staff.

Pre-registration for the next term

- We will begin pre-registering current students for the next term during week 4 of every 8 week term. If students are present, they will have priority. If they register and then are removed for that current term, the student will also be removed for the next term and will need to return and see a facilitator to re-register. Remind students that their fee covers the entire 16 week semester (Fall, Spring, Summer) and they should not waste the money by not attending. Remember – there are no refunds!