



ADULT EDUCATION CENTER
UNLOCKING DOORS OF OPPORTUNITY

English as a Second Language (ESL) & Citizenship Education

Student Orientation



Matriculation Process



- ❑ Schedule an Appointment
- ❑ Complete Registration Process
- ❑ Orientation
- ❑ Appraisal and Pre-Test
- ❑ Student Education Plan with Counselor
- ❑ Course Placement
- ❑ Attend Class!

Fees



- Santa Monica-Malibu Unified School District Adult Education Center classes are FREE!
- Textbooks and classroom materials are furnished without charge, however, they may also be offered for sale.

Grades and Transfer Credit

Grades

You will not receive a grade for ESL courses you attend. ESL classes are non-credit.

Transfer Credit

ESL courses do not transfer to another school, however they help you prepare and acquire skills to take courses such as: Citizenship, Adult Basic Education (ABE), High School Equivalency (HISET/GED) preparation courses, Non-credit CTE courses, Transition to a college or the workforce.



English as a Second Language Class Schedule

Level	Days	Time	Textbook
Multi-Level Low	Sat	12 - 3 pm	English in Action, Level 1
Beginning	Tues, Wed & Thurs	6 -9 pm	English in Action, Level 1
Beginning High	Tues & Thurs	6 - 9 pm	English in Action, Level 2
Intermediate	Mon & Wed	6 - 9 pm	English in Action, Level 3
Intermediate High	Tues & Thurs	6 - 9 pm	English in Action, Level 3
Advanced	Wed & Thurs	6 - 9 pm	English in Action, Level 4

English as a Second Language / Conversation Class Schedule

Level	Days	Time	Textbook
Multi-Level Low Conversation	Friday	10 am - 12:30 pm	English in Action, Level 1
Multi-Level High Conversation	Monday	10 am - 12:30 pm	English in Action, Level 3
Multi-Level Low Conversation with Digital Literacy	Monday	6 - 9 pm	English in Action, Level 1
Multi-Level High with Digital Literacy	Monday	6 - 9 pm	English in Action, Level 3

Preparation for Citizenship



Who?

Individuals who have had a permanent resident alien card for 5 years or more (or 3 years if married to a U.S. citizen).

What?

Citizenship class designed to teach the content required to pass the Citizenship exam. Receive assistance from the Citizenship teacher to prepare application for submission.

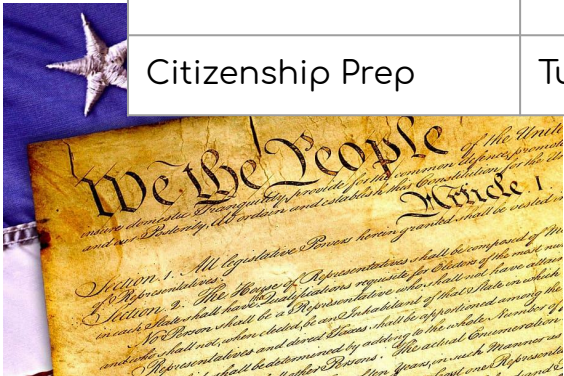
How?

- Fill out enrollment application, take assessment and meet with Counselor
- Begin attending classes
- Students who are absent more than two weeks may be removed from class

Citizenship Preparation Class Schedule



Level	Days	Time	Textbook
Citizenship Prep	Monday	12 - 2:30 pm	Passing the Test
Citizenship Prep	Tuesday	6 -9 pm	Passing the Test



Counseling



- The counselor is available to help you:
 - Select courses
 - Define educational goals
 - Find community services (library classes, therapeutic counseling, job resources, apply for college and workforce pathways)
- Appointment:
 - Olga Saucedo at osaucedo@smmusd.org or (310) 664-6222, ext. 76203

Student Education Plan



- Academic Goals
- Workforce Goals
 - Assessment Tracking
 - Level Placement
 - Additional Suggested Courses (Adult Basic Education, Adult Secondary Education, Noncredit CTE)
 - Goal Setting
- Referrals

Goals & Attendance Policy



School success starts
with attendance

Goals:

The goal of the Adult Education Center ESL Program is for students to complete the 5 levels of ESL within 2-3 years. Students who complete these levels will develop a level of English proficiency that will allow them to participate in the Adult Basic Education Program and/or the Adult Secondary Education Program.

Enrollment & Attendance Policy:

Students enrolling after the registration deadline will be placed on a waiting list until the following term. Students who are absent more than two weeks may be removed from class.

Remember!

Attendance is important for successful learning and will be taken in class. If you miss 4 consecutive classes you may be dropped. The more time and energy you put into your class, the faster you will accomplish your goals!

Completion & Repetition Policy

Completion:

Students complete a level of ESL after:

- Consistent attendance for one term without excessive absences (4 or more)
- Showing progress on a CASAS assessment
- Showing mastery on the English in Action textbook assessment (mid-book or end of book exam, depending on level)

Students complete Preparation for Citizenship after:

- Successful submission of Citizenship Application
- Successful passage of Citizenship Interview
- Consistent attendance for one term without excessive absences (4 or more)
- Showing progress on a CASAS assessment

Repetition:

Students may repeat a level of ESL or Preparation for Citizenship, if necessary. Teachers will determine this need based on the above assessments.

Student Learning Expectations



- Update your educational plan yearly
- Complete an estimate of 70 - 100 hours of instruction to complete an ESL level
- Complete CASAS Post Test
- Participate in EL Civics instruction and assessment

Student Learning Outcomes



Students demonstrate digital literacy.

Students achieve their educational or employment goals.

Students advocate for themselves and their families by navigating community resources.

Students know their rights, duties, and responsibilities of civic engagement.

Vision & Mission Statements

Vision:

Our goal is to ensure that students have the skills to navigate and adapt to an ever-changing global society.



Mission:

By addressing students' academic, emotional, and social needs in a smaller learning environment, we provide an equitable educational system that promotes the success of all students.

Contacts



Name	Program	Title	Email	Phone
Anthony Fuller		Principal	ofuller@smmusd.org	(310) 664-6222
Patricia Hernandez	Immigrant Education / ESL	Instructor, Citizenship	pphernandez@smmusd.org	
Lorena Martin	General Information	Administrative Assistant	lorena.martin@smmusd.org	(310) 664-6222, Ext. 76202
Harmony Rousseau	Adult Basic & Adult Secondary Education	Counselor	hrousseau@smmusd.org	
Olga Saucedo	Enrollment & Assessment	Office Asst.	osaucedo@smmusd.org	(310) 664-6222, Ext. 76203
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www.smmusd.org/adulted



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