



Community Education

Socorro Independent School District

Leading • Inspiring • Innovating

A member of the
Far West Adult Education & Literacy Consortium

STUDENT HANDBOOK

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Welcome

Dear Students,

Welcome to an exciting new year in Adult Education. I am Anthony Fraga the director for the Socorro ISD Community Education Department. I am so happy to work with the greatest group of teachers and administrative team any school can wish for. Our teachers are very highly skilled individuals that are trained to take you from where you are to where you want to be, whether it is to learn English, acquire a GED, obtain your citizenship, or transition to college like UTEP or El Paso Community College. Our teachers have worked very hard to create a wonderful learning environment and a rigorous curriculum that will challenge you to do your best. However we cannot do this without you! In this policy handbook, there are procedures, policies and expectations that you must follow. Being present every day is the key to being a successful student. You can't know what is happening in your class if you are not here. Come to school every day. Since our program has become managed by the Texas Workforce Commission, many opportunities are now available to you, our students, to help you become successful in our community: such as job, career, college, and vocational opportunities and much more. Our administrators are highly committed to making sure that any problem you may have gets resolved immediately. Let us know if there is anything you need from us. We are here to support your success! Even though your teacher is your first contact, my door is always open to you and if you prefer writing to me, my email address is afraga@sisd.net. I wish you the best of luck, and I look forward to being a part of your lives as you strive to reach your goals.

Sincerely,

Anthony Fraga

Director, Community Education

Mission Statement

We empower our Adult Learners to meet their career and educational needs by providing a continuum of services that promote the Workforce and Economic Development of our region

Vision Statement

To be the Adult Education program that leads in student achievement and performance.

Goals

Through the implementation of career-oriented academies, Community Education will increase student performance to ensure that students are provided the opportunity to succeed in the 21st century global economy and be college and career ready.

Community Education will provide services and benefits to attract, retain, and offer growth opportunities for highly qualified staff.

Community Education will promote and support active parent and community engagement to improve self-efficacy, personal growth, and educational goals for the adult learner and their families.

Key Staff

Anthony Fraga, Director

Isabel Justo, Assistant Director

Mary Jo Ochoa, Career Pathways Coordinator

Barbara Shull, Instructional Coordinator

Karina Rodríguez, Department Secretary

Classes Offered

Classes are aligned with Work-bound, College-bound and Life Skills Academies based on students' goals. A comprehensive assessment process ensures that students select the appropriate Academy

English & Spanish GED®/High School Equivalency (HSE)

We offer classes during the day, and evening. The HSE exam is a more rigorous test and is designed to be more relevant to a job market that demands workers have technological skills and training. The new exam will also focus on college and career readiness skills in math, reading & writing, science and social studies. Obtaining your High School Equivalency will enable our students to acquire or retain better paying jobs, and continuing in higher education, thereby helping their families achieve and sustain economic prosperity.

English as a Second Language (ESL)

Our adult education program provides ESL classes for individuals wishing to improve their reading, writing, speaking, and listening abilities in English in a contextualized setting that promotes college and career readiness.

English for Professionals

This class provides professionals with foreign degrees with ESL instruction contextualized for college and career readiness.

English Literacy/Civics

Our English Literacy/Civics Education provides students with preparation classes for those interested in obtaining their citizenship. The instruction and materials are in English. In order to register for this class, a student must take a test to verify that their English skills are at the level necessary to be successful.

Transition to Higher Education Class

This course provides instruction to develop skills in language structure and in basic math to intermediate algebra. Students must co-enroll in the College and Career Readiness class for a successful transition into postsecondary education or training. Students must have a stated goal to enroll into postsecondary education or training.

Family Literacy Academy

The Family Literacy Academy is a comprehensive family-centered education program that involves parents and children in a cooperative effort, helping

parents to become partners in their children's education. It involves the following four components:

Adult Education: Offers ESL instruction.

Early Childhood Education: Provides educational services for children between the ages of 2-4. Program activities are age appropriate and respond to the growth and development process of individual children. The goal is to encourage emergent literacy of children and ease the transition of young children into school.

Parenting Education: Enhances the parent's skills on child rearing practices and focuses on the central role parents play in the development of their children. Parenting sessions also include information on community resources and how to access services to address personal and family needs.

Interactive Literacy Activities (ILA): These are intergenerational activities that allow the child and parent an opportunity to work together to enhance literacy development. Who qualifies for these services? The parent must also have the need to learn English. Currently, the program is housed at two elementary schools: Benito Martinez and Robert R. Rojas.

HSE and ESL Distance Learning

All of our adult education students **must use** distance learning to accelerate or intensify face-to-face instruction. Students will enroll in a distance education class while they are taking a regular class which we call "blended classes." USA Learns or Burlington English for ESL students and Edmentum Plato for advanced ESL and/or transition classes are the **only** DL programs approved for Community Education students. A total of at least 8 hours per month and 4 for vocational students are mandatory.

Integrated Education and Training (IET)

As part of the Far West Adult Education Consortium Academy Model, Community Education offers industry recognized certifications including Microsoft® Office Specialist, Computer Maintenance and Repair, Heating, Ventilation and Air Conditioning (HVAC), Electrical Technology, and Security Officer. This vocational training is integrated with basic academic skills class including workforce preparation activities.

English language learners are offered vocational training in combination with contextualized ESL, civics and workforce preparation instruction.

Collaborating Organizations

Socorro ISD Community Services offers its Adult Education Services as part of the Far West Adult Education Consortium, which includes:

San Jacinto Learning Center
El Paso Independent School Districts
1216 Olive St,
El Paso TX 79901
(915) 230-3200

AEL Services: ESL, HSE/GED, Citizenship, Transition, Integrated Education and Training in HVAC, Electrical, Welding, Security Officer, Hospitality
Ysleta Community Learning Center
121 Padres
El Paso, TX 79907
(915) 434-9400

AEL Services: ESL, HSE/GED, Citizenship, Transition, Integrated Education and Training in Office Specialist, Bus Driver CDL, Electrical

Workforce Solutions Borderplex offers customized workforce preparation workshops including soft-skills topics, resume preparation, interview skills job fairs specific to in-demand occupations, and community services.

<https://www.borderplexjobs.com/>
915-887-2600 email inquiries: customerservice@borderplexjobs.com
Services Navigator: www.servicesnavigator.org

Registration Procedures Interested students must participate in all information and registration session and complete a two day orientation and testing prior to attending the first day of class.

1. Information Session

*This is a brief 30 minute overview of our program, its requirements and student expectations.

2. Comprehensive Assessment Interview

Students must present an official form of identification that includes a birth date and their Social Security card, if available.

card and provide information needed for the registration card.

3. Testing

Students are tested accordingly in order to be placed in a class that best meets their needs.

4. Attend a mandatory 2-Day Orientation. Student who do not complete the two day orientation will not be allowed to start classes until the next intake period.

Drop/Planned Gap Procedures

If student is to be dropped from the class due to attendance issues or other reasons, the program personnel and the student must complete an Add/Drop form and turn it into campus personnel in room 307.

If the student initiates the drop student must inform the instructor/testing personnel in room 307 so that they may initiate your withdrawal. If possible, student should provide at least two weeks advance notice if they want to drop. In the event of an emergency in which advance notice is not possible, please inform your teacher and campus personnel in room 307. So that they can complete the Add/Drop form and can schedule the final post-test.

If the student is planning to return to the program after leaving for more than 90 days but less than 180 days, he or she should fill a planned gap form.

Learning Styles and Strategies

Adult learners bring experiences and self-awareness to learning that make them different than young learners. Your teachers are trained to use differentiated instructional strategies such as lectures, role playing, simulation, group discussions and video presentations that address the primary learning styles:

- Visual learners tend to learn by looking, seeing, viewing, and watching.
- Auditory learners tend to learn by listening, hearing, and speaking.
- Kinesthetic learners tend to learn by experiencing, moving, and doing

Student's Rights & Responsibilities

Community Education receives its directives from the Texas Workforce Commission. Therefore, Adult Education students are governed by the same Student Rights and Responsibilities as any adult student across the state.

Student Rights

You have the right to an education that will enable you to accomplish your goals. You have the right to be treated with respect in the classroom and in regard to your personal and educational information. Personal and educational information will be kept confidential and only be released with your written permission.

Equal Opportunity is the Law

It is against the law for SISD Community Education to discriminate on the following bases: against any individual in the United States, on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief.

Student Responsibilities

Learning

You share responsibility with the teachers for your own learning. You should spend some time when you are not being taught directly by the teacher studying on your own. There are excellent computer programs, videos, websites and books at your disposal (which we will be happy to help you access).

Participation

You are responsible for helping others to learn by being respectful. During class, you should ask questions if you don't understand. You should participate in all activities. You should help others to understand. You should not be having casual conversations during the class. Your talking may disturb others who are trying to hear what the teacher is saying, and you will not be listening to the lesson.

Code of Conduct

Equipment Use

You are responsible for taking care of any equipment, materials, and yourself in the classroom. Please do not eat or drink at the computers. If you have a problem with a computer, tell a teacher. If you spill something or make a mess, clean it up. Please do not write on the dictionaries or other materials.

If you damage, destroy, lose, sell, or otherwise dispose of department property entrusted to you, you will be charged the full extent of the damage or loss and will be subject to prosecution under State laws and disciplinary action by the department.

Health & Hygiene

In the event you are ill, we encourage you to stay home in order to avoid spreading a communicable disease. Proper hygiene, such as frequent handwashing can prevent the spread of germs.

Loitering

Students attending adult education should leave campus when studies are completed for the day. Loitering is not allowed on premises. Suspension of student from campus or site will occur if this rule is not followed.

Other Prohibited Activities

Engaging in such acts as stealing, disrupting classes or disturbing normal operations, gambling, profanity, verbal or physical abuse, and possession of firearms and other dangerous weapons will make you liable to disciplinary action, probation, or expulsion.

Plagiarizing, cheating, and violation of copyright laws are serious offenses. Proper credit must be given to the original writer or creator of copyrighted materials.

There is to be no use of tobacco in any form on school premises including parking lot or car, in the classroom areas, halls, or restrooms. No cigarettes or electronic cigarettes allowed. Under no conditions will alcoholic beverages or illegal drugs, or persons under the influence of drugs or alcohol, be permitted on the premises or allowed to participate in any program activity.

Involvement in the unlawful possession, use, or distribution of these result in immediate suspension.

Administration will cooperate with law enforcement officials in the apprehension of students engaged in these activities. You will be subject to all national, state, and local laws and ordinances.

Dress Code

Students shall be dressed and groomed in a manner that is clean and neat. The SISD Community Learning Center prohibits any clothing or grooming that may reasonably be expected to cause disruption of or interference with normal school operations.

Furthermore, the following are specifically prohibited:

- Clothing with pictures, emblems, or writings that are lewd, offensive, vulgar, or obscene.
- Halter-tops, bare midriff, low cut and see-through apparel

If the teacher or director determines that a student's clothing violates the dress code, the student will be given an opportunity to correct the problem. If not corrected, the student may be asked to go home and change, and if the problem is still not corrected student may be dropped from the program.

Cell Phone Use

SISD Community Education recognizes the usefulness of cellular telephones and other devices as a means of supplementing educational instruction. Cell phones and electronic devices may only be used at teacher discretion. This also includes the use of headphones. If you must use your cell phone for personal calls, please step out of the classroom and keep your call to a minimum. Absolutely no cell phones during testing.

Class Readiness

The following class materials should be purchased by the student and be brought *daily*:

- Pen and pencils
- Loose-leaf paper
- 2-inch binder, with divided section, calendars, etc. as required for each instructor
- Composition notebook
- Head phones if required

Scheduling of Breaks

* For classes scheduled for more than 3 hours, a 15-minute break is permitted at the discretion of the instructor. For example, for morning classes at the SISD Community Learning Center, this break will be 10:00 a.m.–10:15 am.

* For classes scheduled for 3 hours or fewer, early dismissal of 15 minutes is permitted in lieu of a break. It is encouraged that personal needs such as eating and going to the bathroom be taken on scheduled breaks. **Remember, smoking or the consumption of liquor or any illegal substance is strictly prohibited on school property.**

Parties & Celebrations

SISD Community Education **does not** permit parties or celebrations at any of their sites during class time. This includes social gatherings to celebrate birthdays, holidays, baby showers, etc. An end of the course a celebration may be scheduled during class time. Celebrations may occur after the class ends.

Emergency Procedures

To call 911 from a SISD classroom phone, dial 9-911. Please stay on the line while they ask you for information on where to send emergency personnel. Emergency procedures specific to your classroom site should be visibly posted. Please be aware of the procedures.

In the event of a weather emergency, SISD will use available information to determine if classes will be cancelled, have a delayed start, or, if classes are in session, be dismissed early. In some instances, adverse weather conditions may be sufficient cause to hold students at school. Students may obtain information from the school district's website and through local radio or television stations. Student absences during inclement weather will be excused.

Attendance Policy

Every student must attend at least 90% of class instruction.

*If attendance drops below 90%, the teacher will contact the student and notify the program director. If attendance problems persist, the student may be dropped from the program and **may not** be eligible to re-enroll.*

Every student must complete two (2) hours of Distance Learning each week during their own time. Students may use computers on campus to complete this requirement.

Every student must attend class as scheduled; this means being on-time and not leaving early.

Students must attend class as scheduled. SISD Community Education considers 3 tardies/early leave as equal to 1 absence. ("Tardy" means 15 minutes late, and "Early Leave" means leaving before class is dismissed.)

Every student must sign-in every day and record the entry and exit time every day with actual time. The sign out time must be documented at the end of the class.

Students must accurately sign-in and sign-out of class every day with the accurate time.

Every student must submit an absence form to instructor explaining the reason for his/her absence.

Individual Training, Education and Career Plans (ITEC)

Every student is responsible for assuming an active role in the planning, assessment, and reflection required when developing current and future academic, career, and technology goals. Students review their ITEC by reflecting on past goals, revising and/or setting goals, and developing plans to meet these goals. This level of student participation fosters a strong learning environment.

Grievances & Complaints

AEL program participants can start a complaint or grievance with their teacher to resolve any problems. If that is not possible or the issue is not resolved, the participant may file a written complaint to:

Anthony Fraga, Director Community Services, Community Education Services, Socorro Independent School District 12380 Pine Springs Dr., El Paso TX 79928.

The complaint should include the issue or problem and the name and contact information of the person filing the complaint. The complaint will be reviewed and the participant will be notified in writing of any decision made with respect to the complaint.

If the complaint was not resolved, the student can file a complaint by writing to: Texas Workforce Commission c/o AEL 101 E. 15th Street Austin, Texas 78778-0001

Discrimination Complaints

If you think you have been subjected to discrimination under an Adult Education and Literacy financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either the Equal Opportunity Officer for the Socorro Independent School District, 12440 Rojas Drive El Paso, TX 79928 or the US Department of Education. If you file your complaint with the Socorro Independent School District, you must wait either until a written Notice of Final Action is issued or until 90 days have passed (whichever is sooner) before filing with the US Department of Education, 400 Maryland Ave SW, LBJ Room 2E-349, Washington, DC 20202-4537

Support Services

211 Of Texas

www.211texas.org

Dial 2-1-1

This number is a referral service that gives you information on social services agencies.

The Center Against Sexual and Family Violence

www.cafv.org

(915) 595-2238 Hotline: (915) 593-7300

Refuge for battered women and their children. Batterers program, outreach counseling, and support groups.

Catholic Counseling

915-872-8424

Individual, family, and marital counseling, financial assistance to indigent families.

Emergency Health Network

www.emergencehealthnetwork.org

(915) 887-3410 (915) 599-6735 Crisis line: (915) 779-1800

Provides assistance to families during an emergency crisis.

Texas Health and Human Services Commission (HHSC)

<http://chipmedicaid.org>

Medicaid client hotline: 1-800-252-8263

(915) 595-6711 (915) 593-0272 915) 858-1811

Financial, medical and social aid to families in need. Temporary Assistance for Needy Families (TANF), Medicaid/CHIP, Supplemental Nutrition Assistance Program (SNAP)

Child Care Services (CCS)

www.ywcaelpaso.org

Central

(915) 533-7528 ext. 339

Provides child care services to those families who qualify.

General Assistance Program

El Paso TX 79928

(915) 859-4101

Provides rental assistance.

Texas Rio Grande Legal Aid, Inc.

www.trla.org/office/el-paso

El Paso, TX 79901

(915) 585-5100 / 1-800-369-2792

Legal assistance and guidance in civil matters to income-eligible individuals.

Consulado Mexicano

<http://consulmex.sre.gob.mx/elpaso>

910 E. San Antonio Ave.

El Paso, Texas 79901



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