

Rockland Regional Adult Learning Center

Student Handbook

2017 – 2018

**Located at
Rockland High School
52 MacKinlay Way
Rockland, MA 02370
781-871-8410
www.scalcrockland.org**

Rockland Regional Adult Learning Center

Staff

2016-2107

ADMINISTRATION

Jim Patton-Tuesday-Thursday, Payroll, Teacher Observations, Site Supervisor

Sue Patton-Monday-Thursday, Floating Schedule

Valerie Mulready-Tuesday- Thursday

ADVISORS

Gloria Watanabe-Tuesday and Thursday in Library, MAPT testing and Student Planning Margie Black-SMART Data

Adrienne Donovan-Monday and Wednesday, Career Pathways 11 Advisor, Community Planning, Student Goals

Mary Flanagan-Thursday and registrations, Student Files

Denise Brownell-Edgenuity

Counselors are available to assist with:

- Goal setting and support to help students obtain goals
- Future planning, including post-secondary education, occupational training programs + financial aid
- Referrals to community agencies, including but not limited to:

Mental health counselors

Health care resources

Public assistance

Career centers

State agencies

Parent supports/resources

Counselors are available on an as-needed basis as well as by appointment on Tuesday, Wednesday, Thursday evenings from 5:30 - 9:00. Students will be required to meet with a counselor once per cycle to re-evaluate goals, assess progress and provide necessary supports. Counselors are available to throughout the year to work with students..

Prior to graduation all students must meet with a counselor for an exit interview.

INSTRUCTORS

Dottie Hanrahan -BEGINNING READING/WRITING-Tuesday-Thursday Room 217
Diane Corr and Denise Brownell-SENIOR PORTFOLIO -Tuesday-Thursday Room 211
Catherine Hicks and Ryan Austin-CAREER PATHWAYS 11-Wednesday Room 209 Includes
Microsoft Office, CNA, Pharmacy Assistant
Ashley OToole -BEGINNING/INTERMEDIATE MATH-Tuesday/Thursday Room 215
Chuck MacDonald-MCAS MATH -Tuesday/Thursday Room 220
Carol Cahill and Kirsten MacDonald-STAR Reading-Tuesday/Thursday Room 125
Kendra Donovan -WRITING-Tuesday/Thursday Room 123
Mal Lannin-Cotton-LITERATURE-Tuesday/Thursday Room 128
Tammie Ryan- BIOLOGY-Wednesday Library Computer Lab
Ryan Austin-ENVIRONMENTAL SCIENCE-Wednesday Room 209

CHILDCARE

Jennifer Scarpelli-Tuesday-Thursday in Cafe
Diane Mahoney-Tuesday-Thursday in Cafe
Suzanne Tufts-Tuesday/Thursday in Cafe

SUPPORT STAFF

Carla Dunn-Administrative Assistant
Tim Wells-Technology

Rockland Regional Adult Learning Center offers a variety of programs:

- Adult Diploma
- Hi-Set Preparation (GED)
- Adult Basic Education (ABE)
- Career Pathways

YOU MUST BE 18 TO ENROLL unless you have Director approval.

REGISTRATION PROCESS

Enrollment paperwork will be completed and testing will begin

Registration nights:

Placement testing; writing assessment; student orientation

First two weeks of class:

Students must complete all required nights of registration to be enrolled in a class

All students must complete a minimum of 2 formal assessments each year

Adult Diploma

Classes are held Tuesday-Thursday evenings from 5:30 – 9:00 p.m. Classes meet one, two or three nights per week.

High School Diploma Requirements:

You must be at least 18 years old, unless approved by the Director

In order to receive a diploma from RRALC, your high school class must have already graduated.

You must score a 9.0 on your placement tests.

You must complete all coursework required based upon placement testing.

You must participate in the Senior Portfolio course and complete 10 research skills before graduation.

You must pass (or have passed) Math, English, and Science (Biology) MCAS tests.

If you do not receive a 9.0 on both assessments, you will need to enroll in an ABE (adult basic education class). You will be retested at the end of each cycle until you test at the required level.

Students have the opportunity to access instructional technology in class and at home to reinforce and support classroom instruction.

You must complete the state-mandated Career Counseling section of the class, which includes an exit interview with a counselor.

Adult Basic Education (ABE)

Math and English classes are held Tuesdays & Thursdays from 5:30-9:00 P.M.

Science classes are held on Wednesday evenings from 5:30-9:00 PM.

Computer classes and Career Pathways programs are on Wednesday evenings from 5:30-9:00 PM.

The Adult Basic education courses are for students who want to improve their basic reading, writing, and/or math skills, and who want to test into the Adult Diploma program. Also, students who need additional preparation for HiTest (GED) will be enrolled in the Adult Basic Education program.

These classes are twelve weeks long in order to give students sufficient time and instruction to strengthen their skills to the level necessary for successful completion of the course.

Students will be given an assessment at the end of the class to determine if they can move to the next level.

Full course descriptions are available on the RRALC web site.

Hi-Set (GED)Preparation

Classes are held Tuesday and Thursday evenings from 5:30 - 9:00 PM

This class is to prepare students for the HiSet exam; we do not give the exam here. Students will be provided with a list of test centers and RRALC staff are available to help you register for the exam.

REQUIREMENTS:

To begin the Hi-Set Prep class:

- Must be 18 years old
- Must have a minimum score of 9.0 on your math and reading assessments
- Must complete one ten-twelve week course before taking a High Set pre-tests

If you do not receive a 9.0 on both assessments, you will need to enroll in an ABE class to improve your math and/or reading skills. You will be retested at the end of the class. If you receive a 9.0 you will go into the GED class. If you do not receive a 9.0, you will need to stay in an ABE class until you do. Testing will occur at the end of each cycle.

Course Descriptions

ROCKLAND REGIONAL ADULT LEARNING CENTER PROGRAMS

Students may pre-register for these FREE programs, which are funded by the Massachusetts Department of Education, by calling 781-871-8410. Registration for enrollment and testing will be scheduled by appointment. If you have any questions regarding these programs, please call 781-871-8410.

Adult Education Course Descriptions

General Math

This course was designed to be the basic structure in preparing students for standardized math testing. First the review of basic math skills: addition, subtraction, multiplication, and division using whole numbers, decimals, fractions, and percentages. Students will then develop those skills into problem solving techniques that include exponents, square roots, probability, and statistics. All topics will be the foundation for the Advanced Math course that follows.

Advanced Math

This course is designed to use the skills learned in General Math and develop the techniques needed to be successful on standardized math exams. Students will learn to interpret graphs, solve equations and inequalities and develop various algebra and geometry skills. The completion of this class will leave each student prepared in all the areas of math needed to enroll in a community college or a technical school.

College Prep Math

Wed evenings 5:30 - 9:00 PM

This course is designed to ready students for the college Accuplacer test and college level mathematics courses.

Writing and Comprehension

This course is designed for students with basic writing and comprehension skills in preparation for high school English and Adult Diploma. The focus of this class will be to re-introduce students to Basic English skills through writing, reading and discussion. Through individual writing assignments students will improve their knowledge as related to basic grammar, vocabulary and paragraph development. Students will also complete reading assignments and participate in class discussion of current events or areas of interest in order to develop critical thinking skills. The end goal of the class will be to write an essay addressing 3 goals they will have set to be accomplished over the next 2, 5 and 10 years, related to their financial and career lives.

Literature

The purpose of this class is to expand and develop a student's writing skills and reading comprehension. Students will read and discuss a variety of works of literature, thereby developing their critical thinking skills. In addition, students will engage in research based writing and reading. Throughout the course, students will engage in the writing process and practice their revision skills. Upon completion of the class, students will be prepared to write a research paper on the topic of their choice.

Biology

Wednesday evenings 5:30 - 9:00 PM

Biology is designed for students who need to pass the Biology MCAS. It provides a greater understanding of biology at the molecular level. Topic areas include cellular and molecular biology, organismal reproduction, development, growth and nutrition, ecology, heredity, genetic engineering, evolution, organismal biology (structure and function), systematics, and behavior.

Environmental Science

Wednesday evenings 5:30 - 9:00 PM

Computer

Wednesday evenings 5:30 - 9:00 PM

A basic, introductory course in computing. This course covers PC history, hardware, software and operating concepts. The student will receive hands on experience in : Gmail, Google Drive, Google Docs, Google Slides, and Google Sheets.

STAR (Student Achievement in Reading)

The STAR (STudent Achievement in Reading) is a program of evidence- based reading instruction geared towards adults reading at an intermediate grade level (grades 4-8.9).

STAR requires teachers to use diagnostic assessments to identify the individual strengths and weaknesses of their learners and to target reading instruction accordingly. Teachers help students improve their skills in the key components of reading by explaining new concepts, modeling strategies, and providing many opportunities for learners to practice.

The key components of STAR are:

- ALPHABETICS: The process that readers use to identify words.
- FLUENCY: The ability to read with efficiency and ease.
- VOCABULARY: The body of words whose meanings a person knows and understands.
- COMPREHENSION: The process and product of understanding connected text.

Senior Portfolio

This class consists of ten research and problem solving topics that must be presented in a final copy portfolio to meet graduation requirements.

Introduction to Writing and Comprehension

*** Ideal for non native speakers**

Uses a variety of strategies and modalities which support the unique skills and knowledge of the students.

This class will emphasize skill building in Reading Comprehension, Vocabulary Development, and Writing. Instruction will focus on improved comprehension of texts in literature through a variety of Reading, Writing lessons in prose, poetry, fiction and non-fiction. Students will learn to discriminate among genres and develop critical thinking skills. Specific activities will be emphasized, such as: Identification of Main Idea and Supporting Details, Making Inferences, and Summarizing the Text. Throughout the acquisition of fundamental literacy skills, students will prepare for Adult Diploma classes.

Career Pathways

This program provides students with several opportunities to prepare for a career as a Certified Nurse's Aide, Pharmacy Assistant, Microsoft Office Specialist, or Medical Terminologist. Courses are online with instructor support. Internships are arranged for CNA and PA students. Testing for both are off site.

- **Microsoft® Office Specialist**

This course introduces students to the features and functionalities of Microsoft® Office® 2010 while preparing them for the Microsoft Office Specialist (MOS) certification program. Students prepare to take one or more MOS certification.

- **Medical Terminology**

The knowledge and skills gained in this course will provide students entering the healthcare field with a deeper understanding of the application of the language of health and medicine. The course allows students to achieve comprehension of medical vocabulary appropriate to healthcare settings, medical procedures, pharmacology, human anatomy and physiology, and pathology.

- **Pharmacy Technician**

This course prepares students for employment as a Certified Pharmacy Technician (CPhT), and covers the skills needed for the pharmacy technician field. Successful completion of this course prepares the student for national certification for employment as a Certified Pharmacy Technician.

- **Nursing Assistant**

This course prepares students to provide and assist with all aspects of activities of daily living and medical care for the adult patient in hospital, long-term care, and home settings. Successful completion of this course from an approved program prepares the student for state certification for employment as a Nursing Assistant.

HI SET PREPARATION (GED)

RHS Tues./Thurs. 5:30-9:00p.m.

This course will assist students who intend to participate in Hi Set testing. Students must test at the 9th grade level or above to participate in this program. Students who do not qualify will be enrolled in Adult Basic Education classes until they test to the required level. Students will be prepared to successfully complete this test using traditional and computer instructional technology. Counselors will assist prepared students for Hi Set test registration at participating centers.

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- Students in the Adult Diploma program are required to pass (or have passed) the MCAS test in English Language Arts, Mathematics and Science (Biology).
 - ABE classes will incorporate MCAS preparation in order to prepare students for these tests.
 - Students have the opportunity to access instructional technology in class and at home to reinforce and support classroom instruction.
 - English Language Arts and Mathematics MCAS tests are given in November and March. The

Biology MCAS test is given in February.

Family Support Program

Free family-based remedial and enrichment literacy program for school-aged children of RRALC participants available Tuesday, Wednesday and Thursday evenings.

Spaces are limited and **ONLY CHILDREN OF ACTIVE STUDENTS CURRENTLY IN ATTENDANCE** will be permitted to attend.

A copy of the enrollment form is available at www.scalcrockland.org

Medical Policy

Children on any antibiotics or any other medication for an illness, must have been on it for at least 24 hours before returning to night school child care. This include eye medication.

Children will be sent home and will remain home for at least 24 hours if:

Child has an elevated temperature (100F or higher); may not return until the temperature has been normal for 24 hours

Vomiting or diarrhea within 24 hours

Child has a rash; may not return care until they provide written medical clearance

They have a contagious disease/infection and may only return with a doctor's note

Child is suspected to have conjunctivitis; will not be readmitted without a doctor's note

For the protection of other children and staff, please refrain from bringing an obviously sick child to night school day care (coughing, sneezing, severely runny nose, etc...)

These policies are for the protection of the children and staff at the night school day care.

**Rockland Regional Adult Learning Center
Attendance/Program Policies**

1) Students are expected to attend class alone. People who are not enrolled in class, including friends, children, spouses and court/caseworkers will not be allowed in class with a student.

2) Students are expected to be on time for class and stay until the class is dismissed. Students who miss more than two classes in any cycle will meet with a counselor and may be dropped from the class for that cycle. The only way a class absence will be considered excused if deemed medically necessary. A doctor's note must be given to a program counselor.

If you are absent, it is your responsibility to notify program staff. You can email your teacher or notify a counselor via email or by phone.

3) Students who require a letter of attendance for legal purposes (ie. court, welfare, housing, etc...) should be aware that the letter will only state that student is enrolled in the program and give dates of attendance. Students who require letters must provide the RRALC staff with the name and phone number of the person/agency receiving the letter. If the student stops attending class, we may contact the appropriate individual or agency to notify them of the change in status. **Letters will not be provided to students until they have attended one full cycle of classes.**

4) Progress updates will not be provided unless requested by the student with a signed release (see a counselor for a release form).

5) The RRALC is an adult program. Accordingly, the staff expects students to arrive to class on time, prepared to learn. If a staff member suspects, for any reason, that a student is under the influence of drugs or alcohol (ie. behavior, smells like alcohol or marijuana) the student will be asked to leave (if the staff has concern about the student's ability to drive, an emergency contact person will be notified). The student will be expected to meet with a counselor and teacher on the next evening of class to discuss the incident. If a second incident occurs, the student will be required to meet with program staff and the Program Director, at which time the student may be asked to leave the program.

The faculty reserves the right to call the Rockland Police Department at any time they deem it necessary.

6) All students have access to the RRALC Student Handbook online. Students must read the handbook and sign a form stating they have met this expectation.

Student Signature

Date

Inclement Weather

If the Rockland Public Schools are closed due to inclement weather, the program will not be held that evening.

If a cancellation is made during the day for afternoon and evening activities, cancellation information will be available:

- On the school website
www.scalcrockland.org
- Channel 5 or Channel 7 News
- Local Cable TV - Channel 14