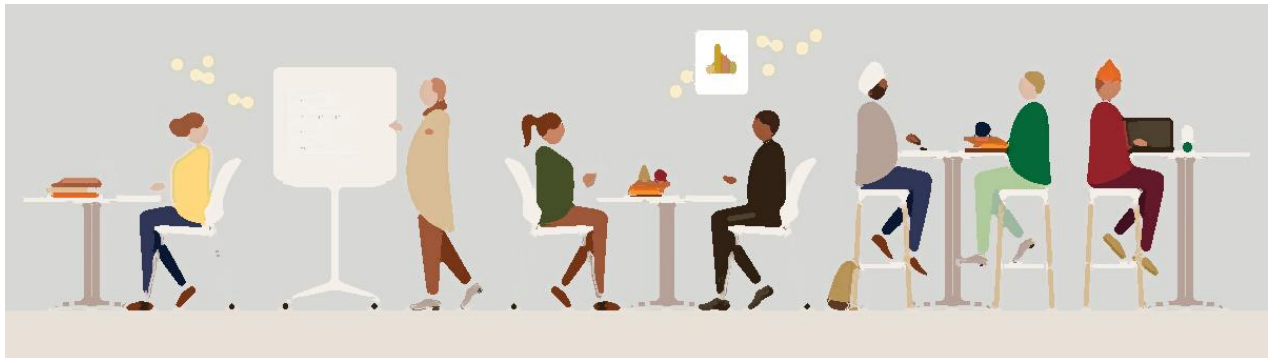




GED CLASSROOM STUDENT HANDBOOK



Preparing Tomorrow's Workforce



Spokane Area
Workforce Development Council

In partnership with the Spokane Area Workforce Development Council, the Next Generation Zone consists of agencies that are equal opportunity employers and providers of employment and training services. Auxiliary aids and services are available upon request to persons with disabilities. Washington Relay Service: 711.

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GETTING STARTED

Welcome to the Next Generation Zone GED Classroom! Our classes help you prepare for taking the GED tests and moving on to your next steps of employment or post-secondary education. This handbook contains the policies and procedures that you will be expected to uphold during the program. These policies and procedures are similar to what you will most likely encounter in the workplace.

ORIENTATION

Students wanting to enroll in the GED program at Next Generation Zone are required to attend orientation which occurs each **Wednesday 9:00 – 10:00am**. This will give you an overview of the program, as well as start you on the path to enrollment.

Students enroll through one of two programs:

1. Spokane County Open Doors Youth Reengagement Program

Referred to as Open Doors, this program is designed to offer young adults, ages 16-21, who do not yet have a diploma or high school equivalency (GED), an educational option if not attending a traditional high school, for reasons such as being significantly behind in credits.

2. Spokane Community College

SCC will enroll any youth who do not qualify for Open Doors due to age or previous schooling.

Our staff will help you determine which program you are eligible for. After this point, the GED curriculum and process to graduation are the same for all students.

CASAS TESTING

After the Wednesday orientation, all students are required to take a reading and math assessment (CASAS) in order to assist with your education plan. Testing occurs the Thursday or Friday following orientation, from **9:00am – 12:00pm**.

Open Doors students will retake the CASAS every two months and SCC students will retake the CASAS for every 45 hours of attendance.

MEET WITH THE GED INSTRUCTOR

After CASAS testing, new students sign up for a date and time to meet with the lead GED instructor to create an academic plan and schedule that fits your needs. You then meet with the Case Manager to finish enrollment and get familiar with the functioning of the classroom.

STUDYING AND CLASSES

The GED classroom is open *Monday through Thursday, 9:00am—4:00pm, and Friday mornings from 9:00am—12:00pm*. Students are asked to attend the classes of any subject they have not passed that occur during your time of attendance. If you are present during the class of a subject you have already passed, you may do independent study at one of the tables available or at a computer. If you need extra help in a subject, you may sign up for one on one work with an instructor.

POLICIES AND PROCEDURES

SIGNING IN

Students are expected to sign in and out each day they attend class. Open Doors students will sign in using the scanner and their student ID card or student ID number. SCC students will sign in on the laptop using their student ID card or student ID number.

ATTENDANCE

Students are expected to attend at least 9 hours a week and demonstrate academic progress each month. However, to progress more quickly toward fulfilling your education and career goals, you should plan to attend more than the required minimum.

Students should contact a member of the classroom staff if they will not be able to attend during a week's time.

If you know you will be absent for one week or more please contact a member of the GED staff via email or call the classroom at (509) 340-7820.

UNEXCUSED ABSENCES

If a student is absent for more than a week without contacting a member of the classroom staff, they will receive an email from our staff and are expected to reply to the email as soon as possible explaining their absence for that week. If the student does not reply to an email or misses multiple weeks of school, they will receive a phone call from our staff and risk being removed from the program. *Note: Reenrollment is an option after making an appointment with the lead instructor.

CODE OF CONDUCT

Upon enrolling in the GED classroom, each student will have signed the "Student Code of Conduct" which outlines the rules of the classroom. If the student does not follow these rules, they may be asked to temporarily leave the classroom or talk to a member of the GED staff. Repeated offenses may result in removal from the Next Generation Zone GED program entirely.

CODE OF CONDUCT AGREEMENT:

- Attend a minimum of 9 hours per week
- *Smoking*: Smoking and vaping is only allowed in designated smoking areas.
- Snacks and water can be accessed in kitchen, be sure to pick up after yourself! Feel free to go outdoors when you want to take a break or socialize
- *Phone, MP3 players, iPod, etc.*: Please support other learners and help them concentrate by being mindful of volume and using vibrate. Go outdoors for conversations.
- *Drug and Alcohol free zone*: Please be mindful that the use or possession of drugs or alcohol are not permitted on the premises. Marijuana, although now legal in Washington State, is not permissible at school or on school grounds. Do not attend school impaired.
- *Safe Environment*: It is expected that you will not harass and/or bully another student. Please see any Next Generation Zone staff member if you feel you are not respected, experience harassment and/or bullying. Everyone should feel safe.
- *Materials*: Please help us take good care of the packets and books and please return any materials after you've used them.



SCHEDULED BREAKS

Participants are expected to manage their own schedule and should take breaks as needed.

FOOD AND SNACKS

Breakfast, lunch and snack items are available to be consumed in the kitchen. Students are expected to clean up and keep all food and drink within the kitchen area. Cups of water and water bottles may be brought into the classroom area but are not permitted near computers.

CONTRABAND ITEMS

The Next Generation Zone adheres to a zero tolerance policy regarding alcohol, drugs and weapons. This is also extended to being in possession of paraphernalia and/or being under the influence while on campus. The Next Generation Zone is a safe place and it is important to be aware that many participants may be in recovery.

- If you are suspected to be in violation of this policy, you will be asked to leave for the day and will need to meet with a member of the GED staff before returning.

TOBACCO USE AND VAPING

Smoking, chewing tobacco, and vaping are to be done on scheduled breaks and in designated smoking areas only.

- Vaping is not allowed inside the building.

CELL PHONE USE

Cell phones are expected to be silenced and out of sight prior to the beginning of each class. If you need to attend to business on your phone, please leave the teaching area and go to the lounge area on the other side of the room.

- In case of an emergency, family and friends may contact the classroom phone at (509) 340-7820.

PERSONAL APPEARANCE

Your personal appearance affects the public's image of the Next Generation Zone. All participants are expected to be clean, well groomed, and appropriately dressed. This includes:

- Bathing and showering daily
- Use of deodorant and avoiding excessive fragrances
- Clean and combed hair
- Daily brushing of teeth
- Wearing recently and regularly laundered clothes
 - Clothing that displays drugs, alcohol, nudity, profanity, or hate language is not tolerated.
 - Clothing should completely cover under garments.

