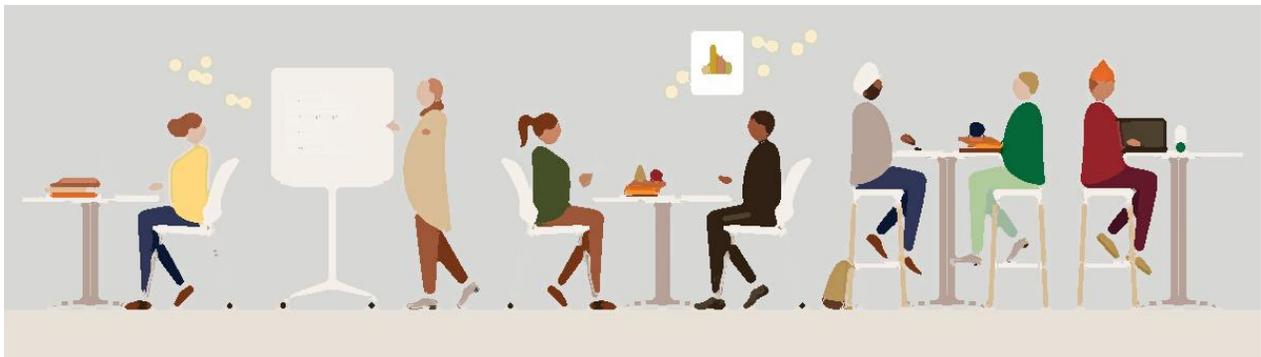




CAREER-CONNECTED CLASSROOM HANDBOOK



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 Career-Connected Learning Classroom! Our classes prepare you to successfully pass the High School Equivalency Exam (HSE) test so you can move on to your next steps of employment or post-secondary education. This handbook contains policies and procedures that you will be expected to uphold during the program, similar to those you will most likely encounter in the workplace.

ORIENTATION

Welcome to the Next Generation Zone! We are thrilled you choose us for your education and employment journey. The first step to get started will be to attend orientation **Wednesday from 9:00 – 10:00am**. This will provide an overview of the program, as well as start you on the path to enrollment.

CASAS TESTING

After the Wednesday orientation, you will take a reading and math assessment (CASAS) to pinpoint strengths and help establish your education plan. Testing occurs the Thursday or Friday following orientation, from **9:00am – 12:00pm**.

To ensure your progress is on track with your goals to complete the HSE in the quickest time possible, periodic CASAS testing sessions will be scheduled.

HIGH SCHOOL EQUIVALENCY INTRO CLASS

After CASAS testing, new students attend a three-day class held **Monday through Wednesday 10:00am – 12:00pm**. During this class, students will become familiar with Next Generation Zone staff and facility, set educational goals, identify individual learning styles, and create an online testing account.

MEET WITH THE HIGH SCHOOL EQUIVALENCY INSTRUCTOR

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

STUDYING AND CLASSES

The HSE classroom is open *Monday through Thursday, 9:00am—4:00pm, and Friday mornings from 9:00am—12:00pm*. Can you guess the single most important factor in completing the HSE? **Attendance**. Consistent and frequent attendance will ensure you finish faster and move on. We offer 4 classes a day, one for each subject matter. You are encouraged to attend the class of the subject you are working on until you pass that test. 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. You will be shown how to sign in and on which laptop. You will need your student ID number.

ATTENDANCE

Students are expected to attend at least 9 hours a week and demonstrate academic progress each month. Please plan to attend more than the required minimum for quicker progress. *Students enrolled through the Spokane Community College portion of the HSE program are expected to maintain a 75% attendance rate to obtain a quarterly bus pass.*

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 HSE staff via email or call the classroom at (509) 340-7820.

UNEXCUSED ABSENCES

If you are absent for more than a week without contacting a member of the classroom staff, you will receive an email from our staff and are expected to reply to the email as soon as possible explaining the absence for that week. If you do not reply to an email or miss multiple weeks of school, you 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, you will have signed the "Student Code of Conduct" which outlines expectations. If students do not follow these rules, they may be asked to temporarily leave the classroom or talk to a member of the HSE staff. Repeated offenses may result in removal from the Next Generation Zone HSE program entirely.

CODE OF CONDUCT AGREEMENT:

- Attend a minimum of 9 hours per week.
- *Smoking:* Smoking and vaping are only allowed in designated smoking areas.
- Snacks and water can be accessed in kitchen, be sure to pick up after yourself! Go outdoors when you want to take a break or socialize.
- *Phone, MP3 players, iPod, etc.:* Support other learners by being mindful of volume and using vibrate. Go outdoors for conversations.
- *Drug and alcohol-free zone:* The use or possession of drugs or alcohol are not permitted on the premises. Marijuana, although legal in Washington State for adults 21 and older in a private residence, is not permissible in public. Do not attend impaired.
- *Safe Environment:* This is a safe and secure place of business where harassment and bullying are not tolerated. Report any instances of harassment or bullying to a staff member.
- *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 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.

- 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 the program director before returning.

TOBACCO USE AND VAPING

Smoking, chewing tobacco, and vaping are to be done by those of legal age to do so and 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 go into the hallway.

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

PERSONAL APPEARANCE

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

- Bathe and shower daily.
- Use of deodorant and minimize fragrances.
- Clean and combed hair.
- Daily brushing of teeth.
- Wear regularly laundered clothes.
 - Clothing with drugs, alcohol, nudity, profanity, or hate language is not tolerated.
 - Clothing should completely cover under garments.

***Note:** The Next Generation Zone *may* have hygiene kits on site. If the staff cannot provide you with a hygiene kit, we will connect with a community resource that can help you feel confident during your studies.

HIGH SCHOOL EQUIVALENCY TESTING

Earning a High School Equivalency certificate consists of passing four tests – Math, Reading-Language Arts, Science and Social Studies with a score of 145 or higher on each test. All HSE testing takes place at the Magnuson Building across from Spokane Falls Community College. Students prepare for individual tests in the Career Connected Learning Lab at Next Generation Zone.

TEST PREPARATION

During HSE Intro Classes, you will take an online or written practice test for the subject of your choice. Practice tests are half the time length and half the number of questions of the HSE tests. Depending on how you score on the practice test, you will:

- Be assigned work to practice.
- Enroll in Read Theory to improve reading skills.
- Encouraged to attend the subject area class.
- Be given a voucher to take the corresponding HSE test.

To receive a voucher to take an HSE test, you must score at least 150 on the online or written practice test. Please see the HSE Case Manager to receive the appropriate voucher.

Once you pass an HSE test, you will repeat the process for the three remaining subjects.

HSE TEST

Each test is a different length and composition. Please review the format for each test.

Math

- ✓ 120 minutes in length
- ✓ Two sections
- ✓ Five non-calculator questions
- ✓ 41 calculator questions

Reading Through Language Arts

- ✓ 155 minutes in length
- ✓ Three sections
- ✓ 45 minutes are allotted to writing the essay

Science

- ✓ 95 minutes in length
- ✓ One section
- ✓ 34 questions
- ✓ Includes two short answer questions

Social Studies

- ✓ 75 minutes in length
- ✓ One section
- ✓ 35 questions

TAKING THE TEST

HSE Testing takes place at the Magnuson Building near the Spokane Falls Community College campus.

Remember to bring...

- **State ID** or other approved documentation.
- Make sure you **remember your username and password** for your GED.com account
- **\$3 for all day parking** at the testing center location (there is a free-standing payment kiosk).
- **Bus pass** (or other form of transportation) to get to the testing center.

To prepare for the test...

- Review anything you need to **study**.
- **Sleep well** the night before and **eat breakfast!** Taking care of your body helps your brain as well.
- Be **confident!** 😊
- **Arrive early/on time** for tests (see schedule listed below).
- **Please communicate with us if you are unable to make it on your scheduled testing day. If you are feeling ill or have another reason you cannot test that day, you can test on a different day.**

During the test...

- Remember to read everything carefully.
- Watch the time and make sure you answer every question before the time runs out.
- *Helpful tip* - do easy questions first then come back to the more difficult questions.

Testing Center Information

Testing Center Location: Magnuson Building
Address: 2917 W Fort George Wright Drive, Spokane WA, 99224

Testing Schedule

Monday through Thursday Schedule

Test	Testing Center Opens	Must Arrive Before
Reading and Language Arts	7:30am	1:15pm
Math	7:30am	2:00pm
Science	7:30am	2:15pm
Social Studies	7:30am	2:30pm

Friday Schedule

Test	Testing Center Opens	Must Arrive Before
Reading and Language Arts	8:00am	8:15am
Math	8:00am	8:30am
Science	8:00am	9:00am
Social Studies	8:00am	9:15am