



Adult & Career Education
2855 Colonial Boulevard
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Phone: (239) 939-6310
Website: www.leeschools.net/ace



Rita Davis
Director, Adult & Career Education

Message from the Director

On behalf of the entire Adult Education team at the School District of Lee County, we are honored to help you achieve your adult education goals.

Please visit <http://www.LeeSchools.net/ACE> for important information regarding registration dates and times for the next semester.

In addition to GED Preparation and ESOL classes, the Adult Education Department offers a diverse collection of Lifelong Learning classes throughout Lee County. We encourage all adult students to "Explore Your Interests. Enhance Your Skills. Empower Yourself!"

Thank you, again, for allowing us to serve you in your academic pursuits. We look forward to seeing you in class!

Rita Davis

Director, Adult & Career Education



PROGRAMS

Adult Basic Education (ABE) is designed to develop literacy skills necessary for successful employment and citizenship. Adult Basic Education prepares students to enroll in GED® preparation courses and is available in a classroom setting or online. Trained staff members prescribe programmed learning materials that are appropriate to the student's learning level and style.

GED® preparation is designed to prepare students to successfully pass the official GED exam, be awarded a State of Florida High School Diploma, and transition to postsecondary education and/or employment. Instructors prescribe appropriate learning materials in the academic areas of reading, math, writing, science, and social studies. Students are provided appropriate instruction as indicated by pretest results. Test taking strategies are also incorporated into the curriculum. Students under the age of 18 must meet certain academic and attendance requirements before being given an early testing waiver.

English for Speakers of Other Languages (ESOL) is designed to assist students in English acquisition skills that include speaking, listening/comprehension, reading, and writing. Courses include English language studies, civics, consumer education, cultural awareness, career planning, and personal development. All ESOL students are tested using the Comprehensive Adult Student Assessment System (CASAS) instrument

to determine initial functioning level at time of admission. Instructors work with students in small and large group settings. Computer programs are also utilized in the basic instruction plan. Follow-up testing using the CASAS at prescribed levels is used to determine student progress.

The purpose of **AAAE** is to enable the student to succeed in career training and to become gainfully employed through academic assistance in reading, math, and language through a self-paced, individualized, diagnostic/prescriptive format. Students work toward meeting or exceeding state-mandated academic requirements for job preparatory programs.

SCHEDULE

Day and evening classes are held at one of our nine locations. Classes are based on managed enrollment and are held at convenient locations throughout the county. Computer assisted instruction is available through the GED® level.

Morning Sites

Cape Coral Technical College (CCTC)
 CareerSource Center of Southwest Florida
 Dunbar Community School
 Fort Myers Technical College (FMTC)
 Lee County Public Education Center

Evening Sites

Bonita Middle School
 Cape Coral High School
 Cape Coral Technical College (CCTC)
 Cypress Lake High School
 Dunbar Community School
 East Lee County High School
 Lehigh Senior High School

Online

GED® Preparation
 ESOL



WE ARE HERE TO HELP YOU!

ONLINE

ACE provides online instruction for students wishing to study for the GED® exam from home. Students in the online program are able to access the class materials 24 hours a day/7 days a week. The instruction includes teacher led webinars, computer-based instruction, and assignments designed to prepare students for the test. The online program is an excellent way to study for students who are not able to attend a class regularly.

To be successful in the online program, students must be able to complete a **minimum of 12 hours per week** and be committed to working consistently in the program. In addition, students must have a working computer, reliable internet connection, and strong computer skills.

CO-ENROLLED

ACE provides opportunities through the High School Co-Enrolled Program to assist high school students in obtaining credits needed for graduation. This assistance is offered to selected high school students. A high school student must be 16 years of age to be eligible to participate and currently enrolled in high school. Students have the opportunity to take classes required for graduation with **ACE**. High school guidance counselors can provide specific details about enrolling in

this program. A referral from a student's guidance counselor is required to participate.

PROGRAM REQUIREMENTS

Admission for ABE, GED® and ESOL classes: Applicants wishing to enroll in Adult Education courses must apply in person for class admission at an Adult Education site during the next available class registration period.

*Pre-registration begins 2 weeks prior to each session. For more information visit our website, www.leeschools.net/ace or call us at (239) 939-6310.

Age Requirement: Admission to **ACE** Adult Basic Education (ABE), General Education Development (GED®), or English for Speakers of Other Language (ESOL) Program is offered year-round to students who are 16 years of age or older and not currently enrolled in high school.

Steps to Enroll:

1. Register and pay fee (\$30 per session)
2. Take the entry test (TABE or CASAS)
3. Attend Orientation
4. Go to class and begin your new future

GED® Guidelines for Underage Youth (16 and 17 year old)

The minimum age for GED® testing is 18 on the date of the examination. Candidates who are 16 or 17 years old are required to meet the following criteria below to be eligible for early testing.

- Be withdrawn from high school;
- Take the Test of Adult Basic Education (TABE);
- Register and participate in GED® preparation program;
- Attend 75% or more of GED® preparation classes per session;



- Receive verification of completion skill levels from the classroom instructor (GED Permission Form);
- Receive written permission from district personnel.
- Measures competency in listening and reading
- Provides us with the information for class placement, guide instruction, and to measure progress

Placement: Placement in **ABE, AAAE & GED®** classes is based on performance on the Test of Adult Basic Education (**TABE**). Those students who score lower than a 9.0 grade level on the TABE are usually placed in Adult Basic Education (ABE) courses; those students with scores of 9.0 and above are placed in GED® preparation courses. Placement in ESOL classes is based on performance on the Comprehensive Adult Student Assessment System (**CASAS**). Students will be placed in the appropriate classes based on ability level. In addition, these tests will help your teacher identify your strengths and weaknesses. Your teacher will use your TABE/CASAS scores to help you improve your skills. At the end of the session, students will be retested to measure learning gains made during the class.

What is TABE?

- 2.5 hour test for **ABE, AAAE** and **GED®** admission
- Measures competency in reading, math, and language
- Provides us with information to customize your learning experience
- Is a requirement for most Adult Education Programs

What is CASAS?

- 2 hour test for **ESOL** admission

It is strongly recommended that students whose first language is other than English should score above a 4.5 grade equivalency on the reading and language sections of the TABE Test in order to qualify for entrance into a GED® preparation program.

THE PLACE and PACE IS YOUR CHOICE!

Career Pathways/Orientation Lee County Adult Education believes in setting all of their students up for success and the first step in that successful journey starts at orientation. A journey does not start without direction and goals cannot be achieved without a plan. Your education is your journey and orientation is the chance for us to give you direction and set your goals on that path. During orientation, we will discuss your scores, goals, and help you find your career pathway.

ATTENDANCE POLICY

In an effort to develop appropriate work ethics, good attendance is an important key to success at work! Business and industry can function only when their employees are working. The same is true of the classroom. Attendance policies are intended to promote realistic experiences and good attendance habits.

Mandatory First Day Attendance

Students not present for their first day of class as shown as the entry date on their registration form, may be placed on a wait list depending on availability.

Refunds: 100% of all tuition will be refunded if requested prior to 12 hours of scheduled class.

To request a refund:



1. Request a copy of the Refund Request Form from administrator
2. Complete and sign
3. Submit to administrator prior to the close of the 12 hours of scheduled enrollment.

Absences

A student who is absent for six (6) consecutive class sessions will be withdrawn from membership in his/her program. Students exhibiting a pattern of consecutive absences less than six days will be subject to dismissal. School administrator will review all application requests for re-enrollment. No additional fees will be charged if the student returns during that current semester provided fees have not been refunded. Students who miss more than 30% of their program will be subject to review for entrance into the following enrollment period.

Tardiness

Students are expected to be in their seats promptly for the start of class. As a courtesy, students must notify the instructor before the start of class of any anticipated tardiness and an expected arrival time. This allows the instructors to best utilize their time.

STUDENT DRESS CODE

Students who attend **ACE** shall dress in a manner appropriate for school and work. All clothing must be neither distracting

nor offensive and be clean, neat, modest, in good repair, and appropriately sized.

The program administrator or designee has the final authority for determining whether a student’s apparel conforms to the dress code. When it is determined that it does not, students will be required to change into clothing which will conform to this code or leave campus. Students may return to campus when they have changed into appropriate clothing.

Attire that is not appropriate for program attendance includes, but not limited to the following:

1. Halter-tops, tube tops, tank tops, less than sleeveless attire, bare midriff tops, spaghetti straps, unless appropriate outer garments covering the top is worn.
2. Clothing with inappropriate messages or pictures
3. Hats are not to be worn in the classroom
4. Pajama tops and/or bottoms, slippers.
5. Suggestive or vulgar clothing with offensive pictures or slogans
6. Short shorts, cutoffs, beachwear, short clothing, and tights
7. Hoodie hoods are not to be worn on the head during school.
8. Sunglasses are not to be worn in the building.

General Statement of Behavior Expectation

- Use appropriate behavior and language that meets the generally accepted standards for school.
- Be on time and ready to work.
- Avoid behavior that is distracting or disruptive to others.
- Receive permission from your instructor before leaving the classroom.
- At the end of class, wait to be dismissed by your instructor.
- Respect others and their property.



- Headsets may only be used for school related work.
- Please turn cell phone off or to vibrate.
- Disrespectful behavior such as insubordination, and refusal to follow reasonable instructions of school personnel are grounds for immediate suspension and/or expulsion.

Internet Access

During class, students will access various websites to improve their skills. These websites are designed to assist students with earning their high school diploma or improving their language skills. In addition, students will gain valuable technology skills that will be beneficial with future employment. All uses of the technology in Lee County **ACE** Programs must be used for educational purposes only and under the guidance of your teacher.

Emergency Closing/Campus Safety Lee County Adult Education sites may close periodically due to inclement weather or other unforeseen emergencies. When this occurs, students should check their email for notification of class cancellations. Some district wide closures could be announce on local television and radio stations but must specify Adult Education classes. High School closings do not necessarily affect Adult Education classes. Students should call the Adult Education Department at (239) 939-6310 for guidance on days that the Adult Education programs may be closed.

Recorded instructions will be left informing students what they are to do. It is important for students to give the school an email address, as this is our primary means to inform students of any closures or delays.

Basic safety standards, which will include fire drills, weather drills, lockdowns, equipment usage, and traffic regulations, will be covered in the program orientation and within the program as applicable. These basic safety standards will be reinforced throughout the program enrollment. Students should immediately report any safety concerns to an instructor or program administrator.

Food and Drink

Food and drinks other than water are not allowed in classroom and computer lab areas. Water is permitted in these areas provided it is in a closed, covered container that will not spill if the container is tipped. This is to protect the equipment and furnishings in the classroom and computer lab areas.

Smoking

ACE is a tobacco free institution. The use of tobacco products of any kind is not permitted at any **ACE** program location.

GRADUATION

A countywide graduation ceremony is held at the end of Session 2 (Spring) to honor our GED® graduates. To receive information regarding caps and gowns, announcements, and graduate pictures, GED® graduates should contact the main office at (239) 939-6310.

ACCOMMODATIONS

Federal and state legislation requires the provision of accommodations for students with disabilities as identified on the secondary student’s IEP or 504 plan to



meet individual needs to ensure equal access. Students must self-identify and present documentation at the time of initial enrollment.

Driver License Suspension

Any adult student under the age of 18 who withdraws from school will be reported to the Florida Department of Highway Safety and Motor Vehicles pursuant to Section 322.091, Florida Statutes. The student will be notified by DMV that his/her driver license will be suspended for non-compliance of required school attendance.

Anti-Discrimination Policy The School District of Lee County does not discriminate on the basis of gender, race, color, religion, sex, sexual orientation, national or ethnic origin, marital status, or disability, in the provision of educational programs, activities or employment opportunities and benefits that it operates, pursuant to the requirements of Title IX, Title VI, Title VII, Age Discrimination Act of 1967 and Section 504 of the Rehabilitation Act of 1973, 1992, Americans with Disabilities Act and the Florida Educational Equity Act of 1984. This policy extends to both employment by and admission to The School District of Lee County. Inquiries concerning Title IX, Title VI, Title VII, Age Discrimination Act of 1967 and Section 504, or the Americans with Disabilities Act should be directed to the Director of Professional Standards and Equity and/or the Director of Student Services. Established grievance procedures and appropriate discrimination complaint forms are available from the Office of Professional Standards and Equity, Student Services, or the Equity Coordinator at each school. Charges of violations of this policy should also be directed to the Director of Professional Standards and Equity and/or the Student Services Department. Complaints or inquiries regarding compliance with these regulations may be submitted in writing to your school Equity Coordinator.