Garden Grove Adult Education

www.ae.ggusd.us

Student Handbook 2021-2022

Lincoln Education Center
11262 Garden Grove Blvd.
Garden Grove, CA 92843
(714) 663-6291
Clinton Corner Family Campus
13581 Clinton St.
Garden Grove, CA 92843
(714) 663-6298

Board of Education
Lan Quoc Nguyen, Esq. President
Walter Muneton Vice President
Teri Rocco, Member
Bob Harden, Member
Dina L. Nguyen, Member
Superintendent
Gabriela Mafi, Ed. D.

Table of Contents

Student Handbook Identification Page……. 3

Student Performance Records……... 4

Class Partners …..…….…….…… 5

Director's Welcome and Translations…..…… 6-9

College and University Information ……..... 10

AEB Consortia …….……..... 11

SLOs: L.E.A.D……..... 12

Course Plan Options Flow Chart…… 13

Course Descriptions……... 14-15

Diploma Options…….……..….. 16

Calendars …….…….. 17-26

Attendance Policy and Translations…….….27-30

Rights and Responsibilities…….…….. 31-34

Community Resources Directory…….……. 35-39

Counseling Services…….…….....40

Map……..…... Inside back cover 41

Calendar at a Glance…….…….…….…… Back cover 42

This Student Handbook belongs to:

Name_____

Student ID_____

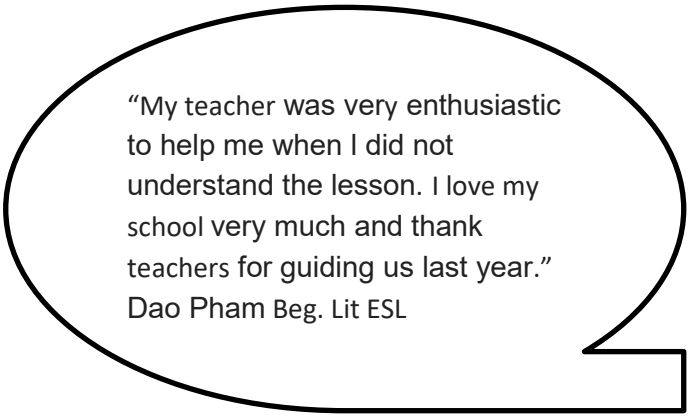
Phone number/e-mail_____

Class (level) _____

Teacher_____

Room Number_____

Class time & days_____



Test Results for 2021- 2022

CASAS TESTS

Date	Test form	Score

CLASS/LEVEL	CASAS Score
Beginning Literacy	≤ 180
Low Beginning	181-190
High Beginning	191-200
Low Intermediate	201-210
High Intermediate	211-220
Advanced for college or career	221-235
Adult Secondary Education	236-250

EL Civics Units for ESL

Unit Name	Score
Education: Sept 20- Oct 15	
U.S. History and Gov't: Nov 1- Dec 17 (High Beg. - Adv only)	
Online Communication: Jan 18- Mar 4	
Employment: Mar 28- May 13	

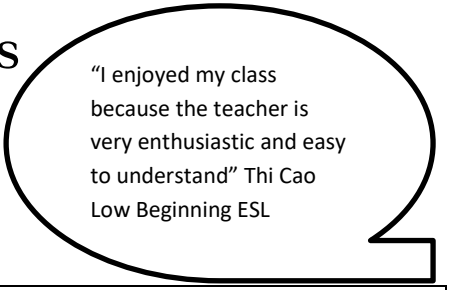
EL Civics Units for General Office Clerk Pathway

Unit Name	Score
Internet Safety (CE Support Classes): Sept 20- Oct 15	
Online Communication: Jan 18- Mar 4	

EL Civics Units for Citizenship

Unit Name	Score
Citizenship Interviews	
& CIT 965 Listening Test	

Class Partners 2021-2022



Name	Phone Number/E-mail

Director's Message

Welcome to Garden Grove Adult Education (GGAE)!
This is my second year as Director of GGAE, but I have been involved in Garden Grove's Adult Education program since 2003. I am proud to be a part of this dedicated team of teachers and support staff.
GGEA programs include English as a Second Language (ESL), Career and Technical Education (CTE), Citizenship, High School Equivalency Certificate Preparation (HiSet, GED), High School Diploma, Adults with Disabilities, and more. Classes are offered during the day, afternoon, and evenings in order to help our adult students create a schedule that blends with their work and family obligations.
The student handbook includes additional resources and our community liaisons are available to assist students who speak Spanish and Vietnamese.
Congratulations for choosing GGEA! We are here to help you achieve your academic, professional, and personal goals!

M'Liss Patterson,
Director of Garden Grove Adult Education

Mensaje de la directora

¡Bienvenidos a la Educación para Adultos de Garden Grove (GGAE)!
Este es mi segundo año como directora de la GGAE, pero he estado involucrada con el programa de Educación para Adultos de Garden Grove desde el año 2003. Estoy orgullosa de formar parte de este equipo de maestros y personal escolar de apoyo tan dedicados.
Los programas de la GGEA incluyen Inglés como Segundo Idioma (ESL), Educación Técnica y de Carreras (CTE), clases de ciudadanía, preparación para el Certificado de Educación General equivalente al de la Educación Secundaria (HiSet, GED), Diploma de la Escuela Secundaria, Adultos con Discapacidades, y más.
Las clases se ofrecen durante el día, tarde, y por las noches para poder ayudar a nuestros alumnos adultos para que puedan crear un horario que se pueda combinar con sus obligaciones de trabajo y familia.
La guía escolar para alumnos incluye recursos adicionales, y nuestras relacionistas comunitarias están disponibles para ayudar a los alumnos que hablan español y vietnamita.

¡Muchas felicidades por elegir la GGAE! ¡Estamos aquí para ayudarte a lograr tus metas académicas, profesionales y personales!

Thư Ngỏ của Trưởng Chương Trình GGAE

Chương Trình Giáo Dục Tráng Niên
Garden Grove (GGAE) kính chào quý vị!

Đây là năm thứ hai tôi làm Giám đốc Chương trình GGAE, nhưng tôi đã hoạt động trong chương trình Giáo dục Người lớn của Garden Grove từ năm 2003. Tôi rất hãnh diện được là một thành viên của nhóm giáo viên và nhân viên phụ trợ tận tâm này.

Các chương trình của GGEA gồm có: Anh Ngữ là Ngôn Ngữ Thứ Hai (ESL), Giáo Dục Hướng Nghiệp và Kỹ Thuật (CTE), Luyện Thi Quốc Tịch, Chuẩn Bị Lấy Chứng Chỉ Trung Học Tương Đương (HiSet, GED), Bằng Tốt Nghiệp Trung Học,Tráng Niên Khuyết Tật, và nhiều nữa.

Chúng tôi có mở các lớp ngày, trưa và tối để giúp học viên tráng niên thu xếp giờ học sao cho thuận tiện và phù hợp với giờ giấc dành cho việc làm và gia đình của mình.

Quý vị có thể tìm thêm các nguồn hỗ trợ trong Sổ tay học viên. Nhân viên liên lạc của chúng tôi cũng luôn sẵn sàng trợ giúp các học viên nói tiếng Việt và tiếng Tây Ban Nha.

Chúc mừng quý vị đã chọn chương trình GGEA! Nơi đây, chúng tôi sẽ giúp quý vị đạt được những mục tiêu cá nhân, học vấn và nghề nghiệp của mình!

Garden Grove Adult Education (GGAE)에 오신 것을 환영합니다! 올해는 GGAE 이사로 2 년째이지만 2003 년부터 Garden Grove의 성인 교육 프로그램에 참여했습니다.이 헌신적 인 교사 및 지원 직원 팀의 일원이 된 것을 자랑스럽게 생각합니다. GGEA 프로그램에는 ESL (English as a Second Language), 직업 및 기술 교육 (CTE), 시민권, 고등학교 동등성 인증서 준비 (HiSet, GED), 고등학교 졸업장, 장애 성인 등이 포함됩니다. 수업은 성인 학생들이 자신의 일과 가족의 의무와 조화를 이루는 일정을 만들 수 있도록 낮, 오후, 저녁에 제공됩니다. 학생 핸드북에는 추가 리소스가 포함되어 있으며 스페인어와 베트남어를 사용하는 학생들을 돕기 위해 커뮤니티 연락 담당자가 제공됩니다. GGEA를 선택하신 것을 축하드립니다! 우리는 귀하의 학업, 직업 및 개인 목표를 달성하도록 돕기 위해 여기 있습니다!

M’Liss Patterson, Garden Grove 성인 교육 이사

Understanding the California Community College and University Systems

Your degree from a college or university reflects a general education and knowledge about many subjects. The college degree and university degree require you to earn credits in different areas identified as schools within the college or university. Here are how some schools are identified.

School of Humanities	**School of Sciences**	**School of Fine Arts**
English (Grammar and Writing)	**Mathematics ***	Music
Modern & Classical Literature	Chemistry & Physics	Dance
American History I & II	Physical Sciences	Theater
World History I & II	Engineering	Film & T.V.
Multi-Cultural Studies	Computers	Visual Media
Foreign Languages	Forensic Criminology	
Linguistics		
Philosophy		

To earn the A. A. degree (Associate of Arts) you will need to complete a minimum of 60 units from the above schools within the college. If you choose not to complete the A.A. degree, then you can transfer 60 units from the college to a California State University or University of California school.

To earn the B. A. degree (Bachelor of Arts) or B. S. degree (Bachelor of Science) you will need to complete a minimum of 120 units from the above schools within the university. The Cal-State system requires a minimum of 2.0 GPA (grade point average) on all transferred and academic work completed at the Cal-State school. The U. C. system requires a minimum of 3.0 GPA (grade point average) on all transferred and completed academic work at the U.C. school.

Financial aid is available at all of California's public colleges and universities. Check with the college or university you wish to attend for the eligibility requirements. Student loans are also available but these loans charge interest and require repayment and there is no legal option to discharge or erase this debt, so it will always follow you as a financial liability and affect future financial opportunities.

See our GGAE Counselor for more information: *(714)663-6497.*

California Adult Education Program (CAEP)

The California legislature has funded the K-12 school districts and community college districts to work together regionally to develop plans for expanding and improving adult education services. These partnerships create connections between the two systems and address the existing gaps in programs and services in the following seven areas:

1. Elementary and secondary basic skills, including classes required for a high school diploma or high school equivalency certificate
2. Classes and courses for immigrants eligible for educational services in citizenship and ESL, and workforce preparation classes in basic skills
3. Education programs for adults with disabilities
4. Short-term career technical education programs with high employment potential
5. Programs for adults, including, but not limited to, older adults, that are primarily related to entry or reentry into the workforce
6. Programs for adults, including, but not limited to, older adults, that are primarily designed to develop knowledge and skills to assist elementary and secondary school children to succeed academically in school
7. Programs for apprentices

Garden Grove Adult Education is a member in the following 3 Regional Consortia:

Rancho Santiago Adult Education Consortium

- Garden Grove Unified School District (GGUSD)
- Santa Ana Unified School District (SAUSD)
- Orange Unified School District (OUSD)
- Rancho Santiago Community College District (RSCCD): Santa Ana College, Santiago Canyon College
- Orange County Department of Education (OCDE)
- Orange County Sheriff's Department (OCSD)

Coast Adult Education Consortium

- Garden Grove Unified School District (GGUSD)
- Huntington Beach Union High School District (HBUHSD)
- Newport-Mesa Unified School District (NMUSD)
- Three CCCD Colleges: Coastline Community College, Golden West College, and Orange Coast College
- Orange County Department of Education (OCDE)
- Coastline ROP

North Orange County Regional Consortium

- Garden Grove Unified School District (GGUSD)
- Anaheim Union High School District (AUHSD)
- Fullerton Joint Union High School District (FJUHSD)
- Los Alamitos Unified School District (LAUSD)
- Placentia-Yorba Linda Unified School District (PYLUSD)
- North Orange County Community College District (NOCCCD) Cypress College, Fullerton College
- Orange County Department of Education (OCDOE)
- North Orange County ROP (NOCROP)

Community College Representatives will be available throughout the year to meet with students and answer questions regarding college admissions and requirements.

The mission of Garden Grove Unified School District's Adult Education Program is to provide its diverse community with life-long educational opportunities, including the academic, vocational and digital skills needed to fulfill personal, academic and career goals.

STUDENT LEARNING OUTCOMES - GGAE Students L E A D

Lifelong Learners

➢ Students will demonstrate Lifelong Learning by:

- *Setting and achieving career, educational and personal goals*
- *Growing through self-direction, motivation, and discipline*

Effective Communicators

➢ Students will Communicate Effectively by:

- *Demonstrating effective speaking, listening, reading and writing across disciplines*
- *Exhibiting articulate, effective and persuasive communication to diverse audiences*

Analytical Thinkers

➢ Students will demonstrate the skills of Critical Thinking by:

- *Analyzing and applying new information to real life situations*
- *Acquiring and demonstrating active problem-solving skills*

Digital Navigators

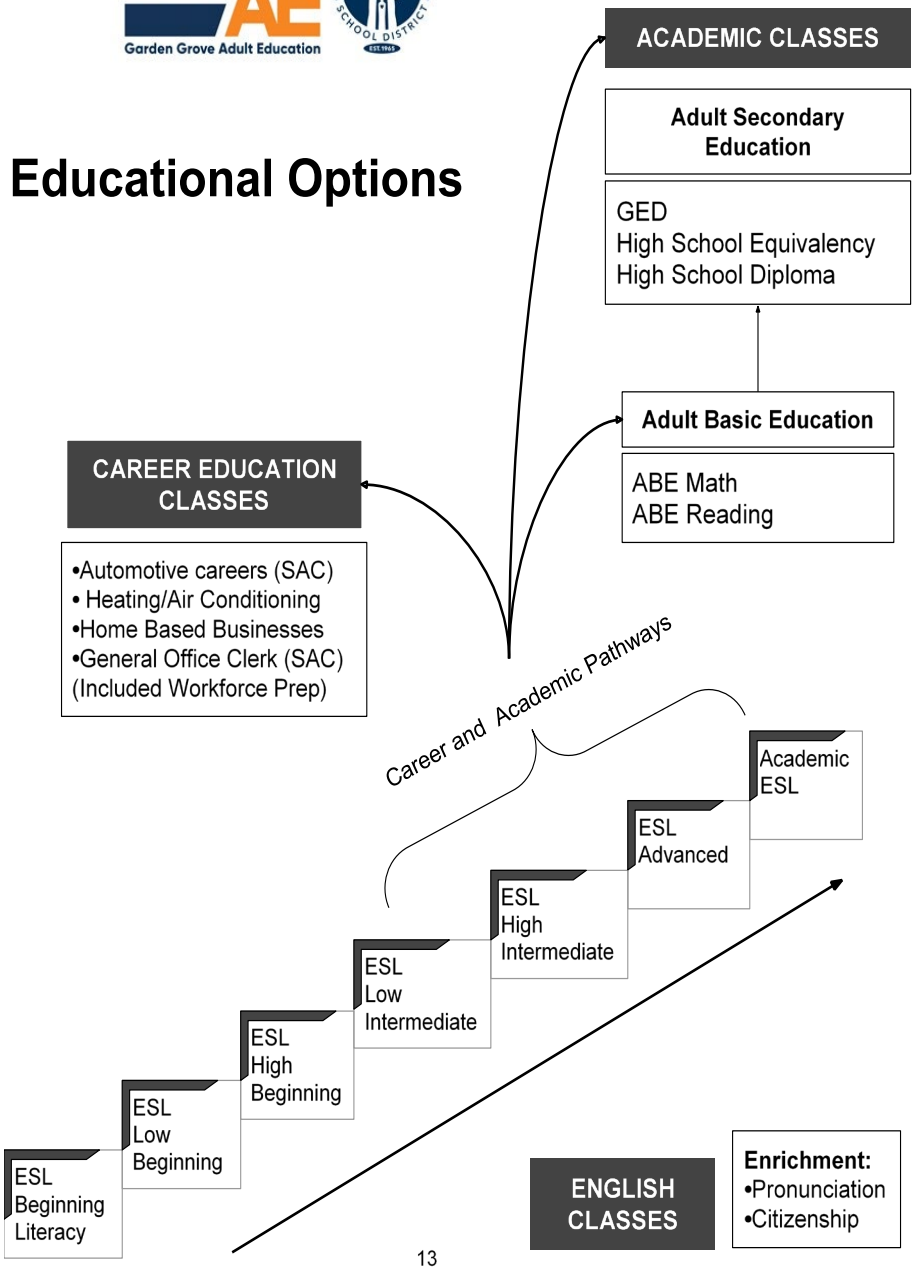
➢ Students will demonstrate digital skills by:

- *Navigating online systems to acquire and communicate Information*
- *Using digital tools to broaden their perspectives, enrich their learning and work effectively as global collaborators*

The Garden Grove Unified School District prohibits discrimination, harassment, intimidation and bullying in educational programs, activities or employment on the basis of actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, parental, pregnancy, family, or marital status or association with a person or a group with one or more of these actual or perceived characteristics.

Garden Grove Adult Education

Educational Options



GGAE Course Descriptions

ESL BEGINNING LITERACY to ADVANCED
In the ESL program limited and non-English speaking students will learn to communicate effectively in the English language. Students are placed in appropriate classes according to their English-speaking abilities, which are measured by a Placement Test scheduled before registration.
***Morning, afternoon and evening classes available**

Clinton Corner Family Campus *(CCFC) works with the local community to provide for the educational needs of the whole family. ESL classes available.* 13581 Clinton St. Garden Grove, Ca 92843 (714)663-6298

ESL/PRONUNCIATION
This specific course focuses on sentence stress, rhythm and intonation. Students use pronunciation rules to increase their ability to control pronunciation in a variety of situations and to make their speech more comprehensible and engaging. Conversational opportunities are also offered as part of the curriculum.

ESL CITIZENSHIP
The citizenship class builds skills in English Speaking, Writing and Reading, and knowledge of U.S. History and Government needed to complete the U.S. Citizenship forms and pass the interview test. Placement Test is required.

ETHNIC STUDIES COURSE DESCRIPTION
Ethnic Studies is a high interest course that prepares students for college, and also offers the option of earning elective credits towards earning a high school diploma. This course is for students interested in United State's History and the role of its diverse populations' successes and struggles. Ethnic Studies is the story of "We the People of the United States…." It is a journey through time and space of the untold, or under-told, histories of the ethnicities that form the foundation of our country. Ethnic Studies examines the roots of racism and its effects on individuals and society as a whole, while also confronting discriminatory practices.

ADULT BASIC EDUCATION (ABE)/BASIC WRITING AND MATH
The goal of the Adult Basic Education (ABE) program is to improve students' basic skills in language arts and mathematics. The ABE program includes basic literacy (reading and writing) and math skills necessary for functioning at levels comparable to students in the first through eighth grade. Courses may be remedial for students or they may provide educational opportunities for students who speak, but do not read or write in English. The content is standards-based and is designed to teach the academic skills necessary for success and to help students transfer to HSE Prep. level to take and Pass the GED, HiSET or TASC. These programs are

also designed to help students develop job readiness skills, find employment, advance on the job, or enter Adult Secondary Education classes. (HSD)

HIGH SCHOOL EQUIVALENCY (GED/HiSET) EXAM PREPARATION

The High School Equivalency (GED/HiSET) Exam Preparation Program is designed to prepare students to pass all sections of the GED or HiSET exam. Students who are enrolled in the program will begin by taking a diagnostic assessment that identifies their academic strengths and weaknesses, and coursework is assigned based on those results.

HIGH SCHOOL DIPLOMA

The High School Diploma Program is self-paced and individualized. Students will need to complete 190 credits to earn a High School Diploma. Students earn a High School Diploma by completing specific courses in subjects like Math, English, Science and Social Sciences. Students must be 18 years old or older in order to enroll.

CONCURRENT PROGRAM

Our concurrent program is a credit recovery program that encourages at-risk students to re-take a previously failed course required for high school graduation. The program is only open to current Garden Grove Unified School District (GGUSD) high school students. Eligible students must be referred by their high school counselor. All classes are located at Lincoln Education Center.

ADULTS WITH DISABILITIES (AWD)

The curriculum includes life skills, functional academics, and community access and workplace skills for mentally challenged adults. (NOTE: Families interested in registering their family members should speak to their Regional Center case manager about coordinating registration into our program.)

Morning: 10:00-2:00 p.m. M **10:00-3:00 p.m. TuWThF**

COMPUTER BASICS

Builds Digital Skills to use technology to find, evaluate, create and communicate information. Tiers 1 & 2 include: Computer Basics, Internet Basics and Google Docs. Tiers 3 & 4 build on Tiers 1 & 2 skills and include: Responsible Use of the Internet and Creating a Digital Resume.

CAREER and TECHNICAL

Offers classes in a variety of pathways, providing students with technical, workplace, computer and professional skills necessary to enter the workforce in today's world. (Note: some classes are fee-based).

- General Office Clerk
- Heating/Air Conditioning (HVAC)
- Home-based Businesses
- Auto Technology

Options for High School Diploma Adult Students

1. Do I really need a high school diploma?
   - A high school diploma will help you get a promotion and qualify for career technical training schools.
   - Our diploma program is accredited by the Western Association of Schools and Colleges, which means your high school diploma, will be accepted by colleges and the federal student aid.
2. What types of high school diploma programs are offered at Lincoln Education Center?

   Individualized Classroom Program:
   - Students work at their own pace and level. Students are expected to attend class Monday through Thursday. Assignments are completed in the classroom. Books are provided for classroom use.
   - Students may take only one class at a time.
   - In order to receive 5 credits for each class, students must earn a passing grade of a D or better.

   Independent Study Program:
   - Students meet individually with the teacher for at least one hour per week to determine appropriate coursework, review assignments and receive one-to-one tutoring or small group assistance.
   - Students are expected to complete 15 hours of homework each week. All assignments are completed at home. Students take only one class at a time.
   - A $40 refundable textbook deposit is due upon program entry.
3. How many credits do I need?

   190 credits are required to graduate at LEC.
   - English – 40 credits
   - Social Science – 30 credits
   - Mathematics – 30 credits including successful completion of Algebra 1 to graduate.
   - Fine/Applied Arts – 10 credits
   - Science – 20 credits
   - Health Education – 5 credits
   - Elective Credits – 55 credits
4. What are the next steps in completing my high school diploma at LEC?
   - Schedule an appointment for enrollment and placement instructions.
   - Bring a recent copy of your transcript.
   - Meet with the GGAE Counselor in the front office for class placement.

August 2021

"Attending to GGAE ESL classes help me improve my English skills, so I can find a job and confidently communicate with my co-workers at work." Steven Hua Advanced ESL

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19 Teachers return for training	20	21
22	23 First day of fall adult education semester	24	25	26	27	28
29	30	31	1	2	3	4

Notes:_____

_____

_____

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6 Labor Day NO school 	7	8	9	10	1
12	13	14	15	16	17	1
19	20	21	22	23	24	2
26	27	28	29	30	1	2

Notes:_____

_____

_____

"I studied ESL beginning low and Citizenships Prep Class. I learned a lot of things as new vocabulary words, grammar, reading, listening" Huyen Tran Citizenship prep

October 2021

"I have learned many things new after I finished class like using Google slides, create a letter on Google docs… so I think this is a good school to learn to have a better future" Gina Do Advanced ESL

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11 Columbus Day	12	13	14	15	16
17	18	19	20	21 Great 'Shakeout" earthquake drill	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

CASAS post-test week

Notes:_____

_____

_____

November 2021

"I finished beginning low ESL and really enjoyed my class. I learned English online and I'm looking forward to my class this year." Vi Thanh Luong Beg. Low ESL

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5 Non-student day **no school** 	6
7	8	9	10	11 **Veterans Day** **no school** 	12	13
14	15	16	17	18	19	20
21	22 	23 	24 	25 **Thanksgiving Day** 	26 	27
28	29	30	1	2	3	4

Notes:_____

_____

_____

December 2021

"Attending GGAE has given me an increase of self-confidence. The computer skills I learned have helped strengthen my resume and I have learned important job search skills as well. "Rodolfo Najera Advanced ESL

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24 Christmas Day (observed)	25 Christmas Day
26	27	28	29	30	31	1

Notes:_____

_____

_____

January 2022

"After one year of studying at GGAE I see that my English level has improved a lot. I feel more confident in communication. Besides that, I also have a clearer direction for my future career path." Thanh Pham Advanced ESL

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31 New Year's Day (observed)	1 New Year's Day
2	3	4	5	6	7	8
9	10	11	12	13	14 Non- Student Day	15
16	17 Martin Luther King Day	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Notes:_____

_____

_____

"Learning at GGAE has helped me to speak English better and to know American's culture and holidays." Mary Nguyen Citizenship preparation

February 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11 Lincoln's Birthday	12
13	14	15	16	17	18	19
20	21 Presidents' Day	22	23	24	25	26
27	28	1	2	3	4	5

Notes:_____

_____

_____

March 2022

"I have learned many things since I went to GGAE (Lincoln Education Center). Every day I learned about grammar, reading, writing, discussing and practicing conversation with my classmates." Kim Oanh Vo Advanced ESL

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

CASAS post-test week

Notes:_____

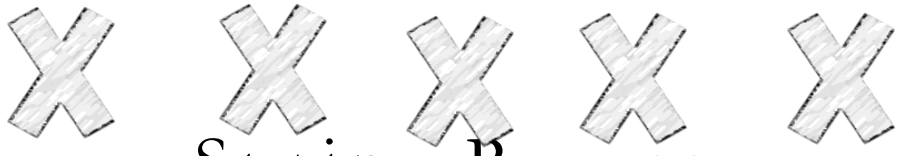
_____

_____

April 2022

"After attending GGAE I have learned more good things myself. My classes already gave me knowledge about reading, listening, and speaking English. I've built a self-confident attitude when I go outside alone." Cuc Bui Advanced ESL

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30



Notes:_____

_____

_____

May 2022

"My classes were online last year and my teacher was very enthusiastic to help me when I did not understand the lesson. She also when I had difficulties in studying I wanted to learn a trade to work ." Dao Pham Beg Lit ESL

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26 **Last day of Spring semester** ***Have a great summer!***	27	28
29	30 **Memorial Day**	31	1	2	3	4

CASAS post-test week

Notes:_____

_____

_____

GARDEN GROVE UNIFIED SCHOOL DISRICT
LINCOLN EDUCATION CENTER

ATTENDANCE POLICY

We want to provide you the best education that you deserve! Attendance is a very important part of your education. When you are absent you are missing valuable time. To make sure that your education is a priority, we are implementing the following attendance procedures:

1. If you are absent for 8 consecutive days and you have not notified your teacher, you will be dropped from the class and will not be permitted to re-enroll until the next semester.
2. If you are absent for 8 days that are **NOT** consecutive days for no good reason, you will be dropped from the class and will not be permitted to re-enroll until the next semester.
3. If you are absent for 8 days that are **NOT** consecutive, but you have notified your teacher and the reasons are acceptable, your teacher will make the decision if you will be dropped from the class.

Acceptable Absences:

- Funeral
- Change in Work Schedule
- Family Emergency
- Childcare
- Transportation Issue
- Personal Illness
- Child Illness
- Personal Issue Shared with Your Teacher

If you go on vacation for three or more weeks, ***you will be dropped from your class***. When you return, your name will go on a waiting list. If there is no waiting list, your teacher will decide if you can re-enroll in the class.

If you have questions regarding the attendance policy please communicate with your teacher for further assistance.

Thank you for your understanding!

Học Khu Garden Grove
Trung Tâm Giáo Dục Lincoln

Quy Định Về Việc Đi Học Chuyên Cần

Chúng tôi muốn cung cấp cho quý vị chương trình giáo dục tốt nhất mà quý vị xứng đáng được! Đi học chuyên cần là một phần rất quan trọng trong việc học. Khi nghỉ học quý vị sẽ mất đi thời gian học quý báu. Để chắc chắn việc học của quý vị được ưu tiên, chúng tôi áp dụng những phương thức sau đây:

1. Khi quý vị nghỉ 8 buổi học liên tiếp mà không thông báo với giáo viên thì sẽ bị cho nghỉ học và không được tái ghi danh cho đến mùa học tới.
2. Khi quý vị nghỉ 8 buổi học **KHÔNG** liên tiếp mà không có lý do chính đáng, quý vị sẽ bị cho nghỉ học và không được tái ghi danh cho đến mùa học tới.
3. Khi quý vị nghỉ 8 buổi học **KHÔNG** liên tiếp nhưng có thông báo cho giáo viên với lý do chính đáng thì việc cho nghỉ học sẽ theo quyết định của giáo viên.

Lý do chính đáng để vắng mặt:

- Tang lễ
- Sự thay đổi trong công việc
- Khẩn cấp gia đình
- Chăm sóc trẻ em
- Vấn đề chuyên chở
- Cá nhân bị bệnh
- Con bị bệnh
- Vấn đề cá nhân chia sẻ riêng với giáo viên

Nếu quý vị đi một kỳ nghỉ 3 tuần hoặc hơn, ***quý vị sẽ bị cho nghỉ học***. Khi quý vị trở lại, tên của quý vị sẽ được cho vào danh sách chờ. Nếu không có danh sách chờ, giáo viên sẽ quyết định việc tái ghi danh quý vị vào lớp.

Cám ơn sự thông cảm và hợp tác của quý vị!

Escuela Unificada Del Distrito De Garden Grove
Lincoln Education Center

Póliza de Asistencia

›veerte la mayor educación que te mereces! La asistencia es una parte importance de tu educación . Cuando estás ausente, estás perdiendo tiempo valioso de aprendizaje. Para aseguramos que tu educación sea una prioridad, estamos implementando los siguientes procedimientos de asistencia:

1. Si estás ausente por 8 días consecutivos y no notificaste a tu maestro/a, serás dado/a de baja y no se te permitirá reinscribirse hasta el siguiente semestre.
2. Si estás ausente por 8 días que **NO SON** consecutivos sin ninguna buena razón, serás dado/a de baja y no se te permitirá reinscribirse hasta el siguiente semestre.
3. Si estás ausente por 8 días que **NO SON** consecutivos, pero has notificado a tu maestro/a y las razónes son aceptables, tu masestro/a tomara la decisión si te dará de baja de la clase.

Ausencias Aceptables:

- Funeral
- Cambio de horario en el trabajo
- Emergencia familiar
- Cuidado de niño
- Problemas de transportación
- Enfermedad personal
- Endermedad de los niño
- Problema personal compartido con el/la maestro/a

Si te vas de vacaciones por tres on más semanas, ***serás dado/a baja.*** Cuando regreses, se te pondrá en lista de espera. Si no hay lista de espera, tu maestro/a decidirá si puedes reinscribirse en tu misma clase.

¡Gracias por tu entendimiento y tu cooperación!

가든 그로브 통합 교육구
링컨 교육 센터

출석 정책

여러분께 최선의 교육을 제공하고자 합니다. 출석은 여러분 교육의 매우 중요한 부분입니다. 결석하면 소중한 배움의 시간을 놓치게 됩니다. 교육이 최우선이 되기 위해 다음의 출석 절차를 실시합니다.

1. 8일 연속 결석하고 교사에게 알리지 않으면 수업에서 제외되고 다음 학기까지 재등록 할 수 없습니다.
2. 정당한 이유 없이 연속이 아닌 8일을 결석하면, 수업에서 제외되고 다음 학기까지 재등록 할 수 없습니다.
3. 연속이 아닌 8일을 결석하지만 교사에게 알리고 허용되는 이유라면 수업 제외 여부는 교사가 결정합니다.

허용되는 결석:

장례식
직장 일정의 변화
가족 응급 상황
탁아
교통편 문제
자신의 질병
자녀의 질병
교사와 공유한 개인적 문제

3주 이상 휴가를 가시면 수업에서 제외됩니다. ***돌아오시면 대기자*** 명단에 올라갑니다. 대기자 명단에 없으면 교사가 재등록 여부를 결정합니다.

여러분의 이해와 협조에 감사합니다!

Rights and Responsibilities

Admission Courses are open to any person 18 years of age or older. High school students may take adult education courses by referral from their high school counselor. There is open enrollment in most classes.

Picture I.D. Required to Enroll Acceptable identification includes: A driver's license issued by the Department of Motor Vehicles, identification cards issued by the military, passports issued by U.S. or foreign governments, identification cards issued by post-secondary schools, or tribal identification cards. Identification must include the person's name, birth date, signature, photograph, and address.

Smoke Free/Drug Free Campus In compliance with the regulations of the local Board of Education, smoking, alcoholic beverages or illegal substances of any kind are not permitted on school property. Violation will result in dismissal from the program. District employees, students, and visitors shall demonstrate conduct consistent with district policies and refrain from using tobacco products on all campuses at all times.

Parking Free parking is available at the Clinton Corner Family Campus and Lincoln Education Center campuses. Please observe all traffic signs in the school parking lot, be considerate of others, and observe the handicapped parking areas. A patrol car from GGPD will make regular visits, but there is no on-site security.

Bicycles and Skateboards Racks are provided for parking bicycles near the grassy area at Lincoln. Bicycles should be locked securely. We cannot guarantee their safety. You may ***only walk*** your bicycle and skateboard on campus.

Closed Campus Lincoln Education Center and Clinton Corner Family Campus are closed campuses. Only employees and students may be on campus. All visitors, including children must check- in to the office.

Textbooks Books are provided in adult education academic courses for classroom use. Students ***may not write*** in classroom textbooks.

Lost and Found All lost and found items should be turned in to the main office or to the teacher in the classroom where the lost item was found.

Attendance Regular attendance is expected for all adult students and is ***required*** for those seeking high school credit or a CTE training certificate. **(See attendance policy p. 28)**

Cell Phones Cell phones are to be turned off or on vibrate while in class.

ESL Certificate of Completion Students are entitled to receive a *Certificate of Completion* if they successfully master the competencies of the ESL level. Successful completion means attending at least 80% of the total class hours and achieving the competencies. Certificates can also be earned in other selected classes.

Full Classes Please be aware that some advertised classes may be closed. Classes may be full due to continuing students who have not completed course requirement or people from the previous semester waiting list. Call the school prior to enrolling to verify specific class availability.
Class fees are not refundable after registering, except when the class is canceled by GGUSD Adult Education.

Title IX, Educational Opportunities In keeping with the intent of Title IX of the Education Amendments of 1972, Public Law 92-318, the Board of Education has adopted Policy No. 4155: "It is the intent of the Garden Grove Unified School District to prohibit discrimination on the basis of sex and/or handicap throughout the educational programs and activities under its auspices."

Sexual Harassment Sexual harassment of or by any employee or of or by any student shall not be allowed. Sexual harassment is prohibited by the Garden Grove Unified School District and may result in disciplinary action to the offending employee or student. Sexual harassment means unwelcome sexual advances, requests for

sexual favors, and other verbal, visual or physical conduct of a sexual nature made by someone under any of the conditions delineated in Ed. Code 2125.

Uniform Complaint Procedure The Garden Grove Unified School District maintains a procedure for registering a complaint regarding the performance or behavior of any teacher or other school employee. Typically, concerns are expressed and resolved by holding a conference with the administrator or the employee's immediate supervisor. If the desire to register a complaint persists, the person may present it in writing by completing form 9701.61 (formal Complaint against an Employee of the Garden Grove Unified School District) which is available from the school office. (Board Policy 3120, Administrative Reg. 3120.1)

Non-Discrimination Notice The Garden Grove Unified School District and Garden Grove Adult Education do not discriminate on the basis of race, color, national origin, gender, sexual orientation, handicap, or age in any of its policies, procedures, or practices, in compliance with Title VI of the Civil Rights Act of 1964 (pertaining to race, color, and national origin), Title IX of the Education Amendments of 1972 (pertaining to sex), Section 504 of the Rehabilitation Act of 1973 (pertaining to handicap), and the Age Discrimination Act of 1975 (pertaining to age). Copies of the complete policies and complaint procedure are available in the adult education office.

Code of Conduct on School Property School property must be respected. Offenders will be required to make restitution and appropriate disciplinary action will be taken. Students are expected to follow a general code of conduct conducive to the educational environment. Proper behavior is expected of all students attending Adult Education classes. Rude or disruptive conduct will not be tolerated under any circumstances. Behavior not considered proper by the administration will result in disciplinary action up to and including expulsion from the program.

Fires and Emergencies Fire exits are posted in every classroom. Please observe location of the closest exit, and in the case of an emergency, evacuate the building as quickly as possible in an orderly fashion. Once outside, please report to your teacher so that your safe exit can be confirmed.

Photograph/Videotape Policy In connection with the educational programs in our buildings, opportunities may occur to photograph or videotape activities in the classroom. These photographs and/or videos may be used in the school, on school bulletin boards, as part of professional presentations, or on the Garden Grove Adult Education website. If you do ***not*** wish to be photographed or videotaped, please notify your instructor.

Internet, and Other On-Line Information Services Use of Technological resources provided by the district shall be used in a responsible and proper manner in support of the instructional program and for the advancement of student learning. The use of district equipment to access the Internet or on-line services shall be in accordance with user obligations and responsibilities specified below and in a manner consistent with Board policy, district Web Page Standards, the district Student Internet Contract, and Employee Network Agreement.

Technology Check Out Plan See your teacher for details to check out a Chromebook or get support for Internet connection.

Family Counseling & Support

Boys & Girls Club Family Campus
10540 Chapman Avenue
Garden Grove, CA 92840
(714)530-0430
www.bgca.org
Provides licensed toddler child care, family outreach, truancy reduction, homework assistance.

Magnolia Park Family Resource Center
11402 Magnolia Avenue
Garden Grove, CA 92841
www.factoc.org
Provides counseling, health and wellness programs, parenting and emergency assistance.

Turning Point Center for Families
2101 E. 4th Street, Suite 150 B
Santa Ana, CA 92705
(714) 547-8111
www.turningpointsantaana.org
Provides bilingual counseling services for a variety of issues including domestic violence, divorce recovery, depression and anger management.

Drug and Alcohol Abuse

Alcoholics Anonymous (AA)
(714) 556-4555
(714)835-2243 (Spanish)12p.m.- 8p.m.
(714) 541-7225(Spanish)8p.m.-10p.m.
Free twelve step meetings for men and women who want to stop drinking. Provides information on site meetings and times.

Al anon Family Groups
(714) 748-1113
Provides free twelve steps for relatives and friends who are affected by someone else's drinking. Call for a meeting in your area.

2-1-1
www.211oc.org
Call 211 for information Operators speak English and Spanish.
Provides services in obtaining Food & Shelter, Drug & Alcohol Abuse, Domestic Violence, Counseling, Health Care, and Volunteer Connection

Domestic Violence

Human Option
5540 Trabuco Rd,
Irvine, CA 92620
(949)737-5242
www.humanoptions.org
Provides bilingual counseling for issues surrounding domestic violence.

National Domestic Violence Hotline
24/7 PHONE SUPPORT
Trained advocates are available to take your calls through our toll free, 24/7 hotline at 1-800-799-SAFE (7233).
www.thehotline.org

Child Care Assistance

Children's Home Society
333 South Anita Drive, Suite 350
Orange, CA 92868
(714) 456-9800
www.chs-ca.org
Provides free information and referral to licensed child care facilities.

Orange County Health Care Service

Medi-CAL/Food Stamps
(714) 541-4895
ssa.ocgov.com/health/medical
1(888)452-8609
www.ochealthinfo.com
Provides services for Home Adult Services, Aid Programs, and Public Health Insurance
Children & Family Services
Family Self-Sufficiency

CHOC – Health Clinic
10602 Chapman Ave. #100
Garden Grove, CA 92840
(714) 531-7900
1201 W. La Veta Ave.
Orange, CA 92868
Phone 888-770-2462
www.choc.org
Provides primary care, promotes wellness and preventive care for children, with referrals to pediatric specialty care when needed.

CAL Optima
CalOptima
505 City Parkway West
Orange, CA 92868
General: 1-714-246-8500
Toll-Free: 1-888-587-8088
www.caloptima.org
Provides quality health care services for families with low income.

Covered California
Health Insurance
www.coveredca.com

Horizon Pregnancy Clinic
15061 Springdale Street, Suite 109
Huntington Beach, CA 92649
Phone: 714.897.7500
Text: 657.204.6507
www.horizonpc.org
Free Pregnancy Test. Provides confidential caring and personal support to those in crisis pregnancy or unplanned pregnancy situation.

AIDS / STD Testing

APAIT Health Center
12900 Garden Grove Blvd., Suite 225B
Garden Grove, CA 92843
(714) 636-1349
Walk-In
Monday – Thursday 10am - 8pm
Friday 10am - 6pm
Additional hours available by appointment

Orange County Health Care Agency
HIV Testing and STD Clinic
1725 W. 17th Street
Santa Ana, CA 92706
(714) 834-8787
Provides AIDS and Sexually Transmitted Disease Testing
Walk-In Only
Monday, Wednesday, Thursday, and Friday
8am - 4pm Tuesday 10am - 4pm

Emergency Assistance

Community Action Partnership of Orange County Food Bank
(714) 897-6670
Provides integral utilities. Senior coverage, food stamps and Cal-Fresh assistance (English/Spanish/Vietnamese).

Catholic Charities
1800 E. 17th St Santa Ana, CA 92703
(714) 347-9600
Provides emergency food, clothing, and utility bill assistance

Salvation Army
1710 W. Edinger Ave.
Santa Ana, CA 92704
(714)384-0481
www.salvationarmyusa.org
Provides emergency food, clothing, and utility bill assistance.

Homelessness

Orange County Rescue Mission
Tustin, CA 92782
(714) 247-4300
www.rescuemission.org

Illuminations Foundation
Stanton Multi-Service Center
7855 Katella Ave.
Stanton, CA 90680
(714) 507-2459
Provides Housing Services and shelters for the homeless.

Mental Health

NAMI Warmline
Serving: All Orange County residents
1810 E. 17th St, Santa Ana, CA 92705
Phone 877-910-WARM or 714-991-6412
Language(s): English, Spanish, Vietnamese, Farsi and other languages
www.namioc.org
Services are telephone-based, non-crisis support for anyone struggling with mental health and substance abuse issues.

Health Information

Orange County Health Care Agencies General Information
1725 W 17th St, Santa Ana, CA 92706
(714) 834-8787
ochealthinfo.com

- Website provides multi language.
- Advocacy & Planning
- Alcohol and Drug Abuse Services
- Children, Teens and Young Adult
- Crisis & Emergency Services
- Disability Assistance
- Diseases and Conditions
- Education & Instruction
- Employment, Training and Volunteering
- Financial & Expense Assistance
- Food, Clothing & Household
- General Health & Dental
- Housing/Homeless Services
- Information & Referral
- Insurance & Benefits
- Legal Services & Issues
- Mental Health Services
- Recreation & Leisure
- Safety & Prevention
- Seniors Assistance
- Sexual Issues
- Support & Support Groups

Heath Education and Prevention

Orange County Child Abuse Prevention Center
2390 E. Orangewood Ave., Suite #300 Anaheim, CA 92806
Phone (714) 543-4333
www.brightfutures4kids.org
Provides services to at-risk children and families in crisis to prevent and break the generational cycle of child abuse. Programs work with parents to create healthier environments for children, ultimately building stronger families. By offering families with the tools and education they need to build nurturing homes.

The United Way
Orange County United Way
18012 Mitchell South
Irvine, CA 92614
(949)660-7600
www.unitedway.org
Provides referrals for the following services:

- 24-hour Crisis and Suicide Counseling
- Youth and Child Care Issues
- Transportation
- Shelter
- Government Assistance programs
- Housing and Utilities
- Physical and Mental Health Services
- Elder Services
- Substance Abuse
- Prenatal Care
- Medical, Dental and Vision Care
- Provides Free Tax Preparation

American Heart Association
4600 Campus Drive
Irvine, CA 92617
(949) 856-3555
www.heart.org
Provides public health education for people with heart related health issues.

American Diabetes Association
17752 Mitchell N, Suite H
Irvine, CA, 92614
Phone: 714-662-7940
http://www.diabetes.org
Provides public health education for people with diabetes related health issues.

American Red Cross
600 Park Center Drive
Santa Ana, CA 92705
Phone: (714) 481-5300
www.redcross.org
Provides disaster Relief, Supporting America's Military Family, Life Saving Blood, Health and Safety Services, International Services

American Cancer Society
1940 E. Deere Ave Ste 100
Santa Ana, CA 92705
(949) 261-9446
Specialists are available 24/7 to answer your questions
Need answers now?
Call 1-800-227-2345
www.cancer.org
Provides support and educational materials in Spanish / Vietnamese / Korean / Chinese and many other languages regarding Cancer Information Specific cancers, Treatment options, Side effects Coping with cancer, Medicines, Pain control, Prevention, Screening, Quitting tobacco.

American Lung Association
513 E 1st St, Suite B
Tustin, CA 92780
(714) 835-5864
1-800-LUNGUSA
www.lung.org
Provides public health education for people with lung related health issues and tobacco-related diseases.

March of Dimes
2222 Martin, Irvine, CA 92612
Phone: (949) 263-1100
www.marchofdimes.org
Provides public health education for babies by preventing birth defects, premature birth and infant mortality.

Goodwill
5948 Westminster Blvd.,
Westminster, CA 92683
(714) 891-4918
www.goodwill.org
Goodwill meets the needs of all job seekers, including programs for youth, seniors, veterans, and people with disabilities, criminal backgrounds and other specialized needs.

Emergency Services Phone Numbers
In the event of a life-threatening emergency, please dial 911.

- **Orange County Crisis/Suicide Prevention** Hotline (877) 7-CRISIS or (877) 727-4747/24 hours 7 days/week
- **Mental Health / Crisis**
(866) 830-6011
- **Crisis Line for People with Disabilities** (800)-426-4263 24 Hours.
- **Domestic Violence Hotline:**
(800)799-7233 24 Hours
- **Rape Crisis Hotline:**
(714)-957-2737 24 Hours
- **Sexual Assault Victim Services**
(714)-834-4317
- **Child Abuse Registry**
(714)-940-1000
- **Orange County Outreach Homelessness Adults**
(714) 668-1530
- **Orange County Outreach and Homelessness Children** (OC Armory Emergency Shelter)
(714) 836-7188
- **American Association of Poison Control Centers**
1 (800) 222-1222

www.poison.org
Hours: 24 hours, 7 days a week

Interpreters
Search for an Interpreter
www.courts.ca.gov

Hospitals
Orange Coast Memorial Medical Center
9920 Talbert Avenue
Fountain Valley, CA 92708
Hospital Phone: 714-378-7000

Anaheim Regional Medical Center
1111 W. La Palma Ave.
Anaheim, California 92801
714-774-1450

Children's Hospital of Orange County (CHOC)
1201 W. La Veta Ave.
Orange, CA 92868-3874
714-997-3000

Children's Hospital at Mission (CHM)
27700 Medical Center Drive
Mission Viejo, CA 92691
(949)364-1400

Fountain Valley Regional Hospital and Medical Center
17100 Euclid at Warner
Fountain Valley CA
714-966-7200

Hoag Memorial Hospital Presbyterian
One Hoag Drive
Newport Beach, CA 92663
(949) 764-HOAG (4624)

Huntington Beach Hospital
17772 Beach Blvd.
Huntington Beach, CA 92647
(714)843-5000

St. Jude Medical Center
101 E Valencia Mesa Drive
Fullerton, CA 98835
(714) 871-3280

UCI Medical Center
101 The City Drive South,
Orange, CA 92868
(714) 456-7890

Lincoln Education Center
Counselor Support Services

Our counselor is available to help students with questions about continuing education, personal growth and development and career enrichment. They can help you with setting your goals toward getting a job or going to college. Valuable workshops will be offered throughout the year to help you meet your goals.

Career Training/ Work-Readiness Support

- Job Search
- Career Planning
- Resume Writing
- Interview Skills
- Job Application Assistance
- Effective Communication

College Readiness Assistance

- College Application Assistance
- Study Skills
- Critical Thinking
- College Grammar and Terminology
- Academic Vocabulary
- Research and Citation Skills

For an appointment call the GGAE Counselor
(714) 663-6539

Counseling Services

Our counselor will be available to help students with questions about continuing education, personal growth and development, and career enrichment. You can receive help with setting your goals toward getting a job or going to college.

Services include:

- Educational and Career Counseling
- College information and career exploration
- College and financial aid application information
- Career interest assessments
- Resume assistance and job interview tips
- Goal setting assistance
- Community resource referrals

The counselor office is located in our main office. For an appointment, please visit the main office or call 714-663-6291.

"Education is the most powerful weapon which you can use to change the world."

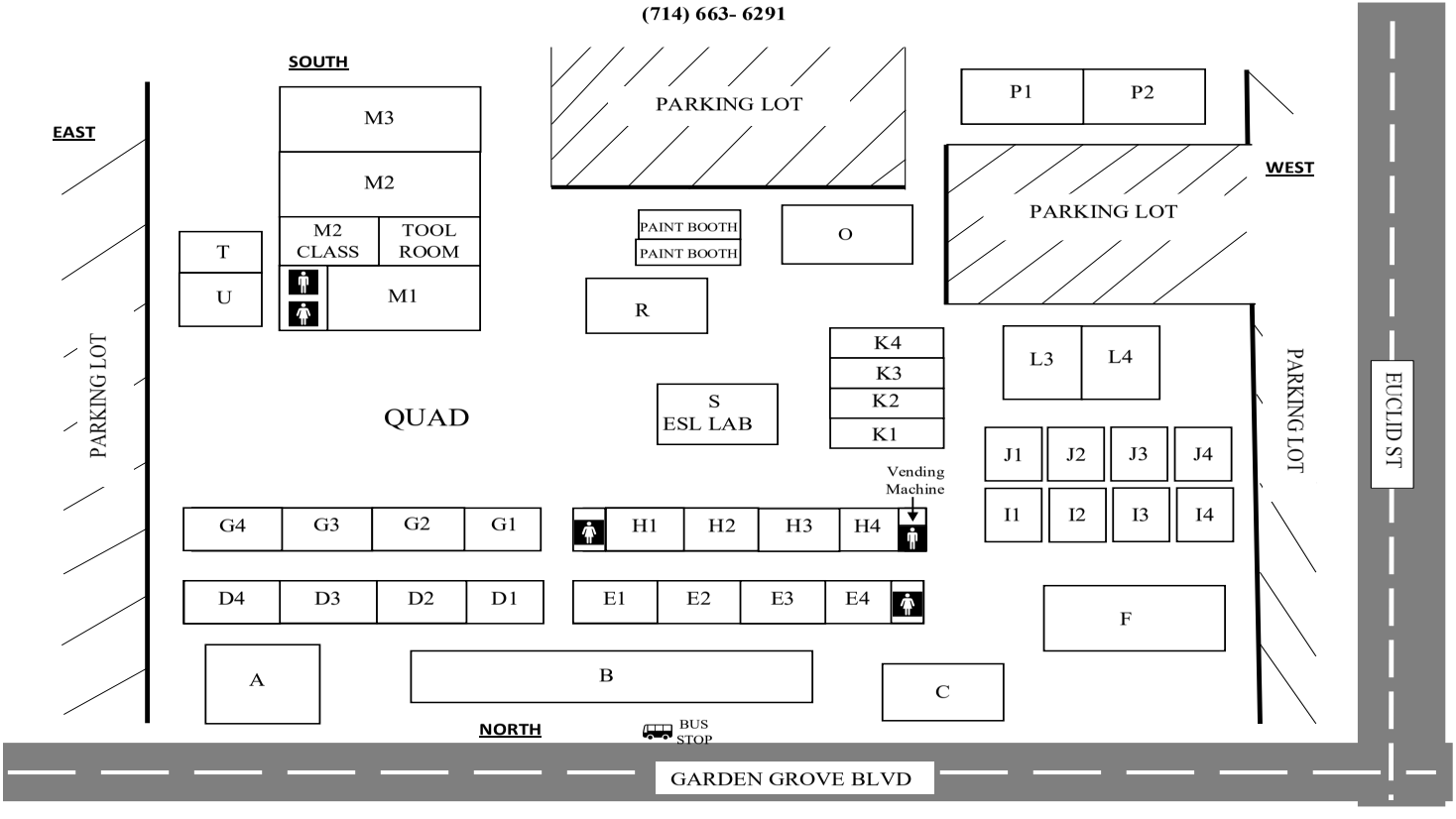
-Nelson Mandela

GARDEN GROVE UNIFIED SCHOOL DISTRICT

LINCOLN EDUCATION CENTER

11262 GARDEN GROVE BLVD. GARDEN GROVE, CA 92843

(714) 663- 6291



Garden Grove Adult Education

Calendar at a Glance
Holidays /Breaks

Fall Semester 2021

Fall Instruction Begins……..……..Monday, August 23, 2021

Labor Day…… Monday, September 6, 2021

Non-Student Day…..……..……..…Friday, November 5, 2021

Veteran's Day……Thursday, November 11, 2021

Thanksgiving Break .....Monday, November 22- Friday, November 26, 2021

Winter Break.....Monday, December 20 – Friday, December 31, 2021

Non-Student Day……..…..……Friday, January 14, 2022

Last Day of Fall Semester……..…….. Friday, January 14, 2022

Dr. Martin Luther King Day.....Monday, January 17, 2022

Spring Semester 2022

Spring Instruction Begins……Tuesday, January 18, 2022

Lincoln's Birthday…….....Friday, February 11, 2022

President's Day……Monday, February 21, 2022

Spring Recess …..……..……...Monday, April 11 - Friday, April 15, 2022

Last Day of Spring Semester……..……Thursday, May 26, 2022

NOTE: Garden Grove Adult Education programs operate on an open-entry/ open-exit year-round calendar. Term dates may be adjusted throughout the academic year in response to changing district, site and student needs. Call 714-663-6291