

Student Handbook



“Pathways to Success”



MAXINE WATERS EMPLOYMENT PREPARATION CENTER

10925 South Central Avenue, Los Angeles, CA 90059

Los Angeles Unified School District • Division Of Adult And Career Education



mwepc.org



[@maxine_waters_prep_center](https://www.instagram.com/maxine_waters_prep_center)



[@MaxineWatersPrepCenter](https://www.facebook.com/MaxineWatersPrepCenter)

WELCOME TO OUR SCHOOL

Maxine Waters Employment Preparation Center has an exciting world of Academic, English-as-a-Second Language, and Career and Technical Education training. We are happy that you have chosen our school as your training site. This Student Handbook was prepared so you can gain knowledge about our school and the services that are provided in our main campus and branch locations. Please take time to read it carefully.

MISSION STATEMENT

LOS ANGELES UNIFIED SCHOOL DISTRICT DIVISION OF ADULT AND CAREER EDUCATION

The mission of Adult and Career Education is to ensure that high quality instruction and a coherent and rigorous curriculum is provided in every classroom to facilitate learning and achievement at high levels.

MAXINE WATERS EMPLOYMENT PREPARATION CENTER

The mission of Maxine Waters Employment Preparation Center is to partner with the community for educational advancement and workforce development of our learners.

STUDENT LEARNING OUTCOMES (SLOS)

Students completing their educational programs at Maxine Waters Employment Preparation Center will:

- Demonstrate the literacy and technical competencies necessary for success in higher education and sustainable employment.
- Demonstrate the ability to think critically and solve problems.
- Demonstrate multicultural awareness, respect and sensitivity for individual differences.



CAMPUSES

MAXINE WATERS EMPLOYMENT PREPARATION CENTER

10925 South Central Avenue, Los Angeles, CA 90059

Phone: (323) 357-7700

Fax: (323) 566-0147

Website: mwepc.org

Office Hours

Monday through Thursday 7:30 a.m. – 8:45 p.m.

Friday 7:30 a.m. – 2:45 p.m.

Saturday 7:30 a.m. – 12:00 p.m.

66th STREET ADULT LEARNING CENTER

501 East 66th Street, Los Angeles, CA 90003

Phone: (323) 758-7593

Office Hours

Monday through Friday 8:00 a.m. – 12:15 p.m.

FLOURNOY ADULT LEARNING CENTER

1625 East 112th Street, Los Angeles, CA 90059

Phone: (323) 567-2713

Office Hours

Monday through Friday 8:00 a.m. – 12:15 p.m.

GEORGE KIRIYAMA ADULT SCHOOL

18120 Normandie Avenue, Gardena, CA 90248

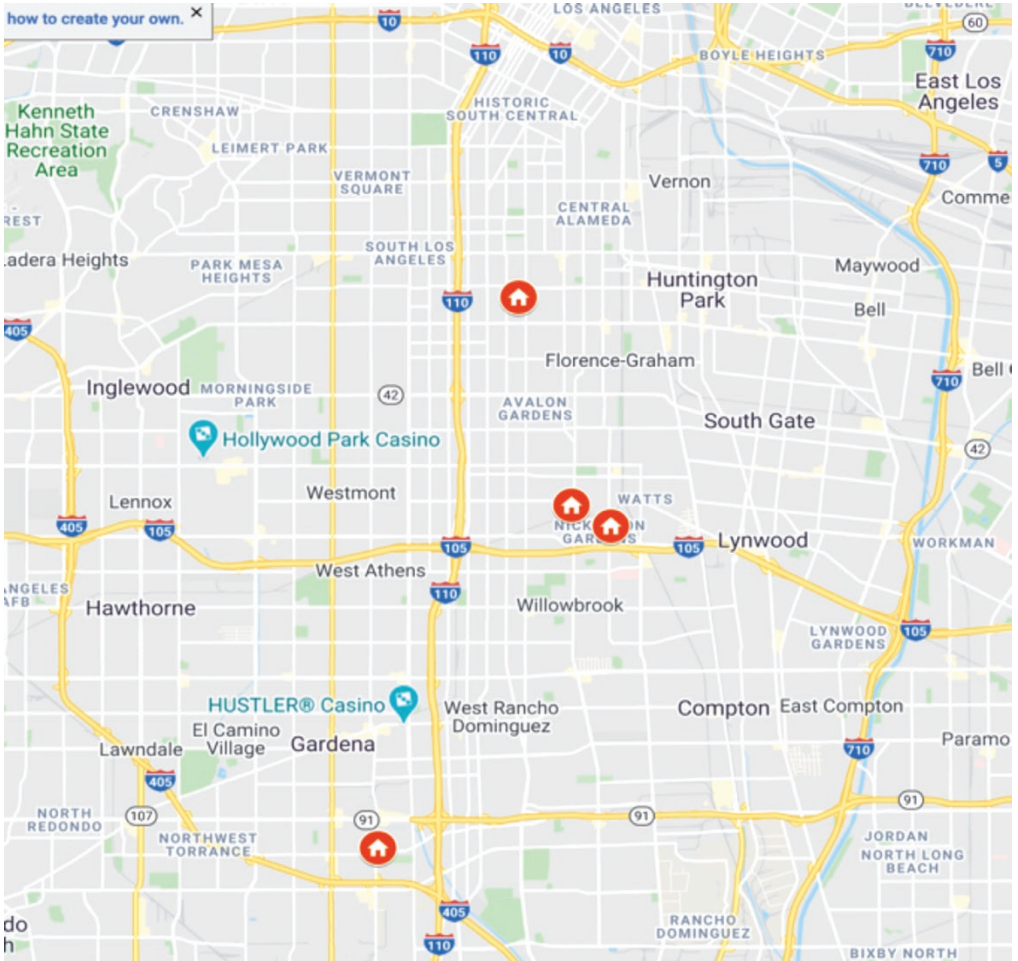
Phone: (310) 354-4900

Fax: (310) 323-8981

Office Hours

Monday through Thursday 3:15 p.m. – 8:45 p.m.

LOCATIONS MAP



ACCREDITATION

Accreditation is a process that promotes excellence and ongoing improvement in a school. Maxine Waters Employment Preparation Center is fully accredited by the Accrediting Commission for Schools (ACS) Western Association of Schools and Colleges (WASC).

STUDENT EMAIL ACCOUNT

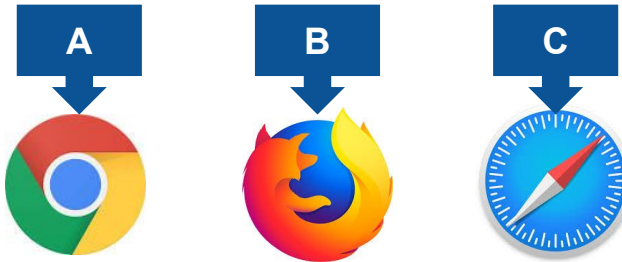
Students will receive an email account from the school. Please follow bellow steps to activate your student email account.

Student How to Activate Your Student Single Sign-on (SSO) Email Account

STEP 1

Review Copy

Students open **Chrome^A** or **Firefox^B** (for desktop/Chromebook) or **Safari^C** (for iPad).

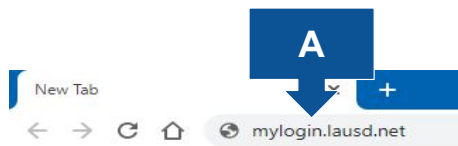


Student How to Activate Your Student Single Sign-on (SSO) Email Account

STEP 2

Review Copy

Type **mylogin.lausd.net** into the web browser's **address bar^A**. Then press enter/return.



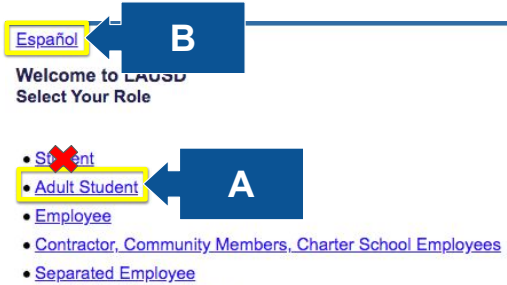
Student

How to Activate Your Student Single Sign-on (SSO) Email Account

STEP 3

Review Copy

Click on **Adult Student**^A.



Note: You may change from English to Spanish by clicking **Español**^B.

Student

How to Activate Your Student Single Sign-on (SSO) Email Account

STEP 4

Review Copy

Click the **Activate your account or reset your password link**^A.

LAUSD Account Activation and Password Reset

Click on the link below to activate your account or reset your password



How to Activate Your Student Single Sign-on (SSO) Email Account

STEP 5

Review Copy

Read the **Responsible Use Policy (RUP)^A**. Then click the **I agree box^B**. Finally, click **Accept^C**.

LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN

TITLE: Responsible Use Policy (RUP) for District Computer and Network Systems

NUMBER: BUL-999.13

DOCUMENT PROTECTED PUBLIC

ROUTING
All Employees
All Locations

I agree to the terms and conditions

Accept

How to Activate Your Student Single Sign-on (SSO) Email Account

STEP 6

Review Copy

Type your **School ID#^{**}** (in the **District ID field^A**), your **Birth Date^{B*}** and your **Student PIN^{C**}**. Then click **Next^D**.

* For your Birth Date, use the format mm/dd/yyyy (e.g. 01/28/2001).

**You may obtain your School ID# and Student PIN from your teacher.

LAUSD SSO Account Adult Student Login.

District Id

Birth Date

Student PIN

Next Cancel

Student

How to Activate Your Student Single Sign-on (SSO) Email Account

STEP 7 **Review Copy**

Verify your **Name^A** in the “Account Activation and Password Reset” screen. Here you can also find your new **LAUSD account^B** email address (*add @lausd.net)

**Note: If you forget your email address (not password!), you can always ask your teacher and she/he can retrieve it for you.*

A →
B →

Resetting password for:

Name :

LAUSD Account : ae-s.

Student

How to Activate Your Student Single Sign-on (SSO) Email Account

STEP 8 **Review Copy**

Create a password* by typing it in the **New password field^A**.

**Note: password must have:*

- 10-12 characters
- An upper case letter
- A symbol (e.g. !@#\$%)
- A number

New password **A**

Good

Re-enter new password

How to Activate Your Student Single Sign-on (SSO) Email Account

STEP 9

Review Copy

Confirm the password by retyping it into the **Re-enter new password field^A**.

**Note: You will not be able to proceed to the Re-enter password box unless you follow the password guidelines, as noted in the previous step.*

New password

Good

Re-enter new password

Submit Cancel

How to Activate Your Student Single Sign-on (SSO) Email Account

STEP 10

Review Copy

If the passwords you type in both fields match, the **Submit button^A** will turn dark blue. You may then click **Submit^A**.

New password

Good

Re-enter new password

Submit Cancel

Student

How to Activate Your Student Single Sign-on (SSO) Email Account

STEP 11 **Review Copy**

If you get a **green check**^A after submitting your password, you are done and your SSO Email account is ready*. Record your password somewhere safe, such as in your phone.

**Note: Please allow up to 15 minutes for your new password to be active.*

Success:
Your Password has been Reset.



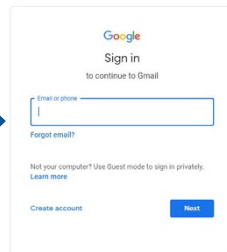
You can now use your new password to log in.

Student

How to Activate Your Student Single Sign-on (SSO) Email Account

STEP 12 **Review Copy**

After successfully creating your password, type **mail.google.com**^A in your web browser's address bar and enter your **LAUSD email address and password**^B to log in to your inbox.



GENERAL INFORMATION

ADMISSIONS

Adults 18 and over are eligible to enroll in ESL, CTE and/or Academic classes. Students 16-24 years of age, who are not attending a regular high school, may apply to be accepted in the High School Diploma Program or the drop-out recovery program, ACCT Program. The High School Diploma students may enroll in a CTE program at the same time they work toward obtaining the high school diploma. As many as 20 units of elective credits can be accomplished with the successful completion of the assigned class work. A passing grade is required for any credits to be earned.

ASSESSMENT/ORIENTATION

One of the main goals of assessment is to obtain baseline aptitudes and skill levels that are deemed relevant for planning job training and academic development. Assessment includes determining specific reading comprehension and math skill levels, as well as aptitudes for specific job training programs. This process is a way to ensure students are well prepared and successful in the programs they participate in at Maxine Waters Employment Preparation Center. Students can also do assessment online at www.mwepc.org.

PARKING GUIDELINES (MWEPC)

Student parking is located inside MWEPC campus. All cars parked in MWEPC parking are required to have the parking permit displayed on the dashboard. Cars parked without the parking permit may be towed. Parking permits require \$5 deposit. Any student who parks in the disabled parking without a proper and current State of California disabled parking placard will be fined and towed.

SECURITY

Security Personnel or School Safety Officers (SSOs) are assigned to MWEPC. The parking lot and campus are continuously patrolled.

ELEVATOR USAGE

Elevators on campus are accessible to everyone. Elevators are located in the Classroom Building and the Medical Building.

BUS SCHEDULES/ PASSES

MTA public bus pass applications are available in the Main Office.

COUNSELING AND GUIDANCE

Educational counseling services are available to all students at Maxine Waters Employment Preparation Center:

Monday through Thursday	8:00 am to 8:00 pm
Friday	8:00 am to 3:30 pm

Assistance in program planning, credit evaluation and educational guidance is available.

ASSESSMENT SCHEDULE

Monday & Wednesday	9:00 am
Tuesday & Thursday	5:00 pm
Saturday	9:00 am

Note: Due to limited space, the first 20 students will be tested. Check-in begins one hour before the start of assessments.

COUNSELING SERVICES

Counseling services include career and academic counseling and referrals to community agencies for personal issues. To make an appointment with a counselor, come in to the Counseling Office or call (323) 357-7700.

HIGH SCHOOL GRADUATION

The High School Diploma Program – for adults and minors – offers day, afternoon, and evening classes in all of the subjects required to earn the high school diploma. A 9.0 or higher initial assessment score for both reading comprehension and math are recommended to begin the High School Diploma Program. If after initial assessment, the test results are below 9.0 in reading comprehension or math, then the appropriate Basic Reading and/or Math 1, 2, & 3 classes will be required before officially entering the High School Diploma Program.

See your Counselor about obtaining a copy of your high school transcript. After evaluating your school record, your counselor will meet with you to discuss your needs. Minor High School diploma students are required to enroll in career technical education class.

INDIVIDUAL STUDENT PLAN

MWEPC has adopted and improved a system that ensures regular evaluation of student needs through the Individual Student Plans (ISPs). The stakeholders at MWEPC create and assess student pathways. The rationale of ISPs is to improve the effectiveness of student services for program access, progress, learning and success for all students. ISPs goal is to complete the counseling plan for every student during one-on-one sessions. Advisors schedule visits to classrooms to give ISP presentations and assist students in completing their ISPs.

REQUEST FOR RECORDS CERTIFICATES

All courses are competency-based. Students will be awarded completion certificates after successfully completing all competencies. Maxine Waters Employment Preparation Center is fully accredited by the Western Association of Schools and Colleges (WASC), and certificate coursework is recognized by industry and surrounding local community colleges.

HIGH SCHOOL DIPLOMA

Adults 18 and older may earn a high school diploma by taking individualized instruction courses while working at their own pace or by taking teacher-directed classes. Credits previously earned through any accredited U.S. or foreign high school may be accepted. The first step is to take an assessment on Reading Test (see test schedule on page 13). After testing, schedule an appointment with a counselor. Students may enroll in the high school program at any time during the semester.

STUDENT RECORDS/TRANSCRIPT EVALUATION

Students may request copies of their MWEPC course completion records or attendance records in the Counseling and Registration Office. All requests will require a photo I.D. Records will be prepared and ready for pick up in 5-10 working days. Records prior to 1996 may take longer.

Note: Students interested in earning a U.S. High School Diploma may receive credit for prior courses completed in high school or college. After passing the TABE Reading Test, make an appointment to have your U.S. transcripts evaluated.

VERIFICATION OF ATTENDANCE

Teachers are concerned about good attendance. Teachers encourage students to be role models, be punctual and achieve their educational goals. Our DACESIS Office can provide attendance record of students. Students can come to the main office and speak to any of our friendly office clerks. They are always willing to assist.

SPECIALLY FUNDED PROGRAMS

Our Career Technical Education (CTE) classes benefit from the Carl D. Perkins CTE Act of 2006. This grant provides federal support for CTE classes in all states. The grant focuses on the academic and technical achievement of CTE students. Funding from Perkins focuses on special populations:

- Individuals with disabilities
- Individuals from economically disadvantaged families, including foster children
- Individuals preparing for nontraditional training and employment
- Single parents, including single pregnant women
- Displaced homemakers
- Individuals with other barriers to educational achievement, including individuals with limited English proficiency.

WORK PERMITS

Full-time minor and AC2T students are required to have a current work permit in order to be employed. Fulltime minor students currently enrolled and attending classes regularly may see the Counselor for information.

ACCT students may see the AC2T Counselor for a "Request for Work and Statement of Interest to Employ a Minor" form. This form must be completed and returned with acceptable proof of age before the Work Permit will be issued.

DISABILITY SUPPORT SERVICES

Students with disabilities may be served through the Disability Support Services Office. The primary responsibility of this office is to provide reasonable accommodations to students who have a verifiable disability. Written verification and requested accommodation of disability needs to be provided in writing to the DSS Advisor. Disabilities may include, but are not limited to, visual, hearing, physical, mental and emotional impairments and learning disabilities.

Services Available

- Agency Referrals
- Elevator Usage
- Registration and Assessment
- Sign Language Interpreters
- Enlargement and Recorded Course Materials

Qualifying for the Program

To qualify for the program, students must provide verification of their disability. Some forms of disability verifications may be:

- Copy of IEP – Students that have completed High School diploma program and were in Special Education
- Letter from an authorized certifying professional, e.g. doctor or therapist
- Referral from State Department of Rehabilitation (DOR)
- LAUSD District Office of Transition Services (DOTS) referrals

For further information, contact the Disability Support Services in the Administration Building at MWEPC or call (323) 357-7700, ext. 7335.

VETERAN'S PROGRAM

Veterans under chapter 31 and 33 qualify to enroll into any of our Career Technical Education Courses. You will need to present a "letter of certification" that states you qualify for educational training. Please see the Disability Support Services Advisor on our campus.

WORKERS COMPENSATION

MWEPC accepts Supplemental Displacement Vouchers issued to injured workers. You will need to meet with the DSS Advisor to assist you in choosing a program appropriate for you and assist you in processing your voucher. Disability verification will be required and a copy of the Supplemental Displacement Voucher as well.

EMERGENCY INFORMATION

All students should have current emergency information on file in the DACESIS office at MWEPC. Please see the office personnel if you change your address, home or cell phone numbers, or have other emergency information.

LOST AND FOUND

Lost and found items can be located in the Main Office at MWEPC and other sites.

SCHOOL POLICIES AND PROCEDURES

ATTENDANCE

Attendance is a must for successful training. Excessive absences will result in being dropped from the program. If you are absent, you can call the school and leave a message for your instructor(s).

If you are under 18 years of age, a note signed by your parent or guardian must be brought to the office for readmittance to class. The teacher will expect a Permit to Re-Enter Class form issued by the Counseling Office before you will be readmitted to class.

DISCRIMINATION/HARASSMENT

Maxine Waters EPC is committed to maintaining a working and learning environment that is free from discrimination and sexual harassment. Sexual harassment of or by employees, students, or persons doing business for the District, is a form of sexual discrimination in that it constitutes differential treatment on the basis of sex, or actual or perceived sexual orientation or gender. The District considers sexual harassment to be a major offense, which can result in disciplinary action to the offending student or employee including but not limited to termination or suspension. Please contact an administrator if there is a sexual harassment complaint.

DRESS CODE

Clothing is considered appropriate if it is suitable for the job industry. Clothing should not detract from the educational environment.

The following defines student dress that is considered to be in violation of the student Dress code:

- Bare midriff, low cut, bare shoulders, strapless, see-through blouses, spaghetti straps, or tight or see-through clothing that excessively defines body shape.
- Evening wear or party clothing.
- Caps with gang insignia, hairnets, hoodies worn over the head, beanies and stocking caps.
- Belts or belt buckles with letters or symbols of gang affiliations, rags, handkerchiefs, headbands, shoelaces, or any other article of color worn to indicate a particular group affiliation.
- Jewelry worn that would cause a safety hazard or detract from or interfere with the educational environment.
- Oversize pants, pants worn below the waist, or extended below the bottom of the show.

- Skirts, dresses, or shorts higher than the mid-thigh.
- Clothing with profanity, obscenities or references to drugs.
- Slippers, flip flops, or sandals in industrial/ CTE classes.
- Any other attire that signifies gang involvement. Final decision as to appropriateness of attire is to be made by counselor/ administrator.

RULES AND REGULATIONS

The following are considered to be in violation of the student guidelines:

- A. Lack of Academic Progress / Absences / Leaving Campus Discipline
 - Lack of academic / career technical educational program progress
 - Adult/ Minor/ Concurrent absences – 3 successive days without notifying school or Minor/ Concurrent student leaving campus without parental permission or failing to notify counseling office.
 - Minor/ Concurrent student leaving campus in an unauthorized vehicle
 - Inappropriate intimate behavior
 - Disruptive behavior
 - Cell phones and other devices that interfere with the educational environment are prohibited in the classroom.
- B. Loitering on Campus: Failure to be in class
- C. Parking Guidelines: Parking on campus
- D. Smoking: Smoking on Campus
- E. Student I.D.: Student on campus without a current student photo I.D.
- F. Under influence of substance/ illegal or prescription
- G. Weapons on Campus

Discipline (Violations A through E) – Counseling Use Only

A. First Violation: Warning

- Adult student is sent to Counseling and a referral form is signed and kept on file.
- Parent may be notified if the student is under 18 years of age.
- If the student violates the dress code, he/she may be sent home to change into appropriate clothing.

B. Second Violation: Final Warning

- Adult student is sent to Counseling and a referral form is signed and kept on file.
- If under 18 years of age, parent notified.
- If dress code violation is a problem, student will be sent home to change to appropriate clothing.
- Possible suspension of 1 to 4 days.
- Conference between parent and student, and an APACS will be necessary before readmit.

C. Third Violation: Termination

- If under 18 years of age, student permit to attend Maxine Waters Employment Preparation Center will be terminated, and student is transferred back to their school of residence.
- Adult student will be terminated from Maxine Waters Employment Preparation Center.

GROUNDINGS FOR IMMEDIATE SUSPENSION/ TERMINATION

Offenses which may warrant suspension or termination are as follows (All Students):

- Absenteeism – Excessive absences without notifying school
- Causing, attempting or threatening violence or physical injury including terrorist threats
- Disruptive behavior or willful defiance of valid authority
- Extortion or robbery
- Falsely reporting a fire or bomb
- Fighting (All parties involved, regardless of fault)
- Forgery of notes, signatures, excuses, or other school documents
- Sexual harassment, obscenities, habitual vulgarity or profanity
- Possessing, using, offering for sale, or furnishing any firearms, explosive, knife or other dangerous objects
- Possessing, using, offering for sale, furnishing or being under the influence of any controlled substance, alcoholic beverage or intoxication of any kind
- Possessing, using, offering for sale, or furnishing any drug paraphernalia
- Serious infraction of behavior standards which disrupts the training program
- Theft or damage to school property, or personal property; or receiving stolen school property
- Cheating
- Tobacco use
- Hate Crimes; Crimes committed against others/property of other on the basis of that person's perceived or actual race, color, religion, nationality, country of origin, ancestry, disability, gender and/or sexual orientation.

LEAVING CAMPUS

- Minor students must have parental approval to leave campus early. The students must obtain a "Permit to Leave School" form from the Counseling Office before leaving.
- Any variations must be pre-approved by the parent/guardian in writing. Minor students may not leave campus with any adult other than their parent/guardian, or without written permission from a parent/guardian. If permission is granted, the school requires in writing the name of the driver, driver's license number, car license plate number, and the driver's home address and phone number. Any violations of this policy will lead to suspension and/or termination

SMOKING

Smoking is prohibited on all LAUSD campuses. Each of Maxine Waters EPC's branch sites are "Smoke Free Environment".

STUDENT BOOKSTORE

Book Deposits

For classes issuing textbooks by deposit, refunds are given upon completion of the course. The student must return the book to the instructor and get their original receipt. Then take the original receipt to the Student Store to receive the refund of their deposit.

Textbooks

Textbooks for classes may be purchased in the MWEPC Student Store.

REFUND POLICY - Registration Fees

Refunds must be requested within seven (7) calendar days of enrollment or within seven (7) calendar days of the first scheduled day of class.

- (a) Requests for refunds must be accompanied by a paid receipt.
- (b) Refunds are subject to a \$20 drop/processing fee per each transaction.
- (c) Fees paid by credit card will be credited to the original credit card.
- (d) Fees paid by check or cash, will be refunded by check and mailed in approximately two (2) weeks.

Please note: Books, supplies, testing fees and automotive work orders are non-refundable.

SCHOOL IDENTIFICATION BADGE

It is the policy for all students to have their school identification card when present on any of the MWEPC campuses. It is proof of identity and in case of emergency will identify the student. Furthermore, the I.D. card is required when checking out materials/tools for classroom use. Student I.D.'s cost \$15.00 per school year, and are available at the MWEPC Student Store.

STUDENT COUNCIL

As a member of the student body, you are invited to join in numerous school activities. Your participation in these activities will provide opportunities for personal and professional growth.

Student Council members are selected by the teacher or students in their class To represent the students by giving input regarding their concerns for the campus. The student council representatives attend monthly meetings and are also very involved in the various activities and events sponsored by MWEPC.

VISITORS

Visitor and class audit passes may be obtained from an Advisor or Counselor. Audit passes are issued for potential student enrollment. A photocopy will be made of your current California Driver's License or I.D., prior to visiting or auditing any class.

SCHOOL PROGRAMS AND PATHWAYS

ACADEMIC/HIGH SCHOOL DIPLOMA

Maxine Waters Employment Preparation Center is a job training center. It is recommended that a student wishing to enroll in an academic program also enroll in a career technical education program. Students may obtain the High School Equivalency Certificate and then go on to the high school diploma, while they are taking a career technical education class. See a Counselor about enrolling in an academic program. If possible, please bring a sealed official copy of your transcript from your last school of record.

ACCELERATED COLLEGE AND CAREER TRANSITION (ACCT) PROGRAM /YOUTH 16-24

If you are between 16-18 years old and do not attend high school, the Accelerated College and Career Transition Program (AC2T) can help you earn a high school diploma.

Join the ACCT program and become college-prepared and career ready! The Accelerated College and Career Transition (ACCT) Program is a free blended learning program incorporating independent study, individualized instruction and technology for at-risk youth and young adults ages 16-24 who have dropped out of high school.

ACCT offers educational opportunities leading to a high school diploma or equivalency certificate. Students also have enhanced options for employment, Career Technical Education training, and/or higher education. Students graduate in a realistic time frame, college-prepared and career ready.

ACCT is open entry, open exit and offers flexible scheduling. ACCT provides standards-based high school diploma courses that meet the A-G requirements.

Instruction is individualized and competency-based. Each of the ACCT sites includes a Small Learning Community consisting of an advisor, teachers, teacher assistants, and psychiatric social worker.

Enrollment in the ACCT program is completed at the individual study centers. Interested students, and their parents or caretakers should contact the ACCT center closest to their home for specific details about testing and orientation times. Although enrollment is taken throughout the year, acceptance is based on available space at the individual study centers.

CONCURRENT HIGH SCHOOL STUDENTS

Concurrent students may enroll in academic classes with the approval of the school high school counselor.

“The Enrollment Referral/ Waiver” form must be signed by the high school counselor and the parent/ guardian.

MINORS

Young Adult (minor non-concurrent) participants interested in applying must arrange to attend the Orientation and Assessment session prior to enrollment. At the parent/student conference appointment, the Referral to Division of Adult and Career Education Program (Bulletin No. Z-50) and assessment test must be presented to the Counselor for enrollment. This form may be obtained from the referring School Counselor or the Counselor at MWEPC. A Counselor must meet with all prospective minor non-concurrent students and their parents prior to enrollment.

ADULT BASIC EDUCATION (ABE)

The Adult Basic Education classes provide an excellent opportunity for students to improve their reading comprehension and basic math skills. The Adult Basic Education Program allows students to work individually or in a teacher directed environment.

Students build skills in the areas of reading comprehension, vocabulary, grammar, writing, spelling, critical thinking and basic study skills. Upon completion of Adult Basic Education Program, students are ready to enter the High School Diploma or High School Equivalency Test (HiSET) Preparation Programs. The Adult Basic Education class offerings also benefit students who take literacy tests as part of the job application process.

HIGH SCHOOL EQUIVALENCY TEST (HISET) PREPARATION

The program includes the following subject areas: English/Writing, Social Studies, Science, Literature/Reading, and Mathematics. In order to enroll in the preparation program, a minimum reading and math level of 9.0 is required. Assessment is provided prior to enrollment. Upon completing the preparation program and passing the equivalency test, a student will have earned the High School Equivalency Certificate. Students should see a counselor for details on who is eligible to take the exam and how passing the exam can also be counted towards the High School Diploma Program.

HiSET® (High School Equivalency Test) is test to be used to earn a **California High School Equivalency Certificate**. For more information about the CA High School Equivalency Tests, please visit the following websites: HiSET – http://hiset.ets.org/test_takers.

ADULT SECONDARY EDUCATION

Are you interested in earning a high school equivalency certificate (HiSET®) or your high school diploma? Do you need to work on your skills for career training or employment? Students can complete a-g approved* high school courses in traditional classes (learn with a class), individualized labs (learn at your own pace), or independent study classes (learn at home). DACE counselors review student transcripts and provide options for earning a high school diploma or high school equivalency certificate. Schedule an appointment with a counselor today!

*Approved by the University of California to satisfy UC subject requirements for freshman admission.

ADULT INDEPENDENT STUDY (A.I.S.)

Students who are at least 16 years of age and have a reading score of 9.0 or higher are eligible for this program. Select academic courses are offered to allow students to work on completing the high school diploma requirements at home. A \$75.00 book deposit for materials is required. A list of eligible subjects is available in the Counseling Office. Students enrolled in AIS must also concurrently be enrolled in an academic course on campus.

THE INDIVIDUALIZED INSTRUCTION (I.I.) LAB

The I.I. Lab offers students individualized instruction. All courses of study in the Academic/ High School Diploma Program have individual student contracts, which enable students to achieve their goals at their own pace as they meet course requirements. Credit is awarded only upon completion of course contract(s) and demonstrated 80% competence in each area.

Additionally, assistance is available for career technical education students experiencing difficulty in math, language, and reading. Concurrent high school students may see their counselor for enrollment information.

CAREER TECHNICAL EDUCATION

Industry professionals with years of real-world, on-the-job experience prepare CTE students for entry-level employment, career advancement, and industry certification. The CTE program serves adults and concurrently enrolled high school students. Individuals with disabilities and special needs are encouraged to participate.

Maxine Waters Employment Preparation Center issues CTE certificates to all students who are certified by the instructor after demonstrating vocational competency in all of the skill areas covered in the course outlines:

- Administrative Assistant
- Automotive Technician
- Building and Grounds
- Child Development
- Computer Operator
- Construction/MC3
- Culinary Arts
- Electrician
- Medical Assistant
- Medical Terminology
- Nursing Assistant
- Pharmacy Technician
- Patient Care Aide
- Plumbing
- Security Officer Trainee
- Vocational Nurse
- Welding

Our CTE students learn career-specific technical skills, career-specific vocabulary and knowledge, work-related reading, writing, and math skills, hands-on technical skills, test preparation for state license and industry certification exams soft skills for the workplace, relevant skills to maintain or advance within your field.

Our CTE students achieve by learning trades, learning technical skills, earning certificates (selected courses), pass state license and industry certification exams, prepare for and enter apprenticeship programs, prepare for further career training, prepare for employment and start new careers.

ENGLISH AS A SECOND LANGUAGE

DACE ESL course outlines are competency-based: ESL Levels (Beg – Inter – Adv).

Competencies fall on a continuum between goals and performance objectives and denote the outcome of instruction. There are six components in competency-based instruction: goals and purposes, performance objective and competencies, instructional strategies, units and hours of study, evaluation procedures, and repetition policies. The English as a Second Language (ESL) program offers seven level ranging from basic literacy to advanced skills. ESL classes give English learners opportunities to study and practice English language communication skills, including listening, speaking, reading, writing, and critical thinking.

- Competency- based course outlines have program specific features that meet individual learner goals and ensure that learner outcomes are achieved upon course completion. The content and teaching strategies mentioned in our ESL course outlines are aligned with the ESL Language Model Standards for Adult Education Programs.
- Other features integrated in our ESL course outlines are performance objectives for Language Skills proficiencies (listening, speaking, reading, and writing), the Secretary's Commission on Achieving Necessary Skills (SCANS) competencies, grammar structure checklist and EL Civics competencies.
- Also, Comprehensive Adult Student Assessment System (CASAS) instructional correlations are embedded in the course outlines according to proficiency areas. The detailed Grammar Structure Checklist indicates what grammar concepts have to be exposed, stressed, or reviewed according to ESL level and whether the course is offered in a trimester or semester.

CITIZENSHIP PROGRAM

The Citizenship program provides opportunities for students to learn about the United States naturalization process. Citizenship courses teach the reading, writing, listening, and speaking skills needed to complete naturalization forms and pass the naturalization test/ interview. Our Citizenship Program addresses the needs of immigrant population seeking to obtain permanent residency status or naturalization.

FAMILY SUCCESS INITIATIVE (FSI)

FSI is a program through LA Unified Division of Adult and Career Education that empowers families to support student success by teaching the skills to connect with, participate in, and become leaders within their school communities. FSI honors the unique strengths of bilingual families.

INTEGRATED EDUCATION AND TRAINING (IET)

IET is one of the strategies for accelerated student learning aimed at preparing basic skills students (ESL and ABE) to more quickly meet their education and career goals. The program also reduces barriers for students from historically marginalized communities. Additionally, IET is an instructional approach that aligns with DACE and LARAEC objectives.

The program consists of adult education and literacy activities that are provided concurrently and contextually with workforce preparation activities and training for a particular occupation that assist students in moving toward their educational and career advancement goals.

Programs that have been implemented at MWEPC include IET Health Information Technology, IET Child Development Program, and IET Computer Technology. IET Programs at MWEPC have resulted in increased interdepartmental collaboration and communication. This program is also providing MWEPC students with skills to successfully transition to another class, program, employment, or college, a primary DACE Strategic Plan goal.

- Child Development
- Computer Operator
- Health Information Technology 1: Terminology
- Personal Care Aide

STUDENT GUIDANCE

Services are available to provide assistance to students in the following areas:

- Awareness of employment trends and opportunities
- Assistance in developing educational or career improvement goals
- Strengthening job development skills
- Preparing for advancement to community college programs and other institutions of higher learning
- Selecting appropriate classes
- Transcript and credit evaluation

LEARN GUIDANCE

- To communicate with English speakers
- To read signs, charts, and forms written in English
- To use English to help your children with their homework
- To use English to succeed in school and at work
- And much more

ACHIEVE

Our ESL Students will...

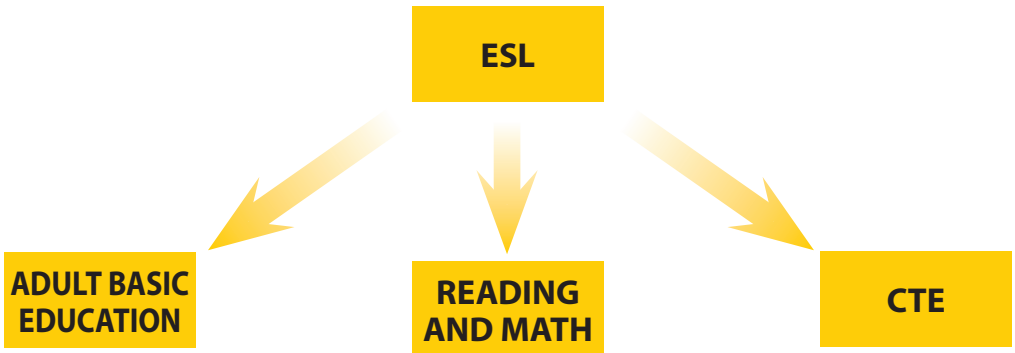
- Improve their listening, speaking, reading, and writing skills
- Improve their English pronunciation and increase their English vocabulary
- Build English skills to support their children in school
- Prepare for the U.S. Citizenship exam
- Prepare for academic programs
- Prepare for career training and jobs



WHAT COMES AFTER ESL?

OVERVIEW OF EDUCATIONAL PROGRAMS

What comes next? Where do I go after ESL?



The **Adult Basic Education (ABE)** program provides instruction in basic reading, writing, and math.

WHAT COMES NEXT?

WHERE DO I GO AFTER ABE?



**ASE
(ADULT SECONDARY EDUCATION)**

The **Adult Secondary Education (ASE)** program provides opportunities:

- Earn a high school diploma
- Prepare for the High School Equivalency Test
- Improve academic skills needed for college and career training programs

The **Career Technical Education (CTE)** program provides competency-based and academically-integrated career training in 15 industry sectors:

- Agriculture and Natural Resources
- Arts, Media and Entertainment
- Building and Construction Trades
- Business and Finance
- Education, Child Development and Family Services
- Energy, Environment and Utilities
- Engineering and Architecture
- Fashion and Interior Design
- Health Science and Medical Technology
- Hospitality, Tourism and Recreation
- Information and Communication Technology
- Manufacturing and Product Development
- Marketing, Sales and Service
- Public Services
- Transportation

STUDENT SUGGESTIONS AND EVALUATION OF STAFF AND INSTRUCTIONAL PROGRAM

Contact any MWEPC Administrator.



DRESS CASUAL. JEANS AND T-SHIRTS ARE GREAT - EVEN AT EVENING SESSIONS



GIRLS CAN WEAR DRESSES OR SKIRTS IF THEY WANT TO (BOYS CANNOT)



VIKES! NO SPAGHETTI STRAPS OR TANK TOPS, BARE MID-DRIFTS OR SHORT SHORTS.

CLOTHING GUIDELINES



HEY GIRLS, NO SHORT SKIRTS OR LOW-CUT TOPS. GOOD GREIF!!



PLEASE NO TIGHT SHIRTS, SWEATERS, PANTS OR SHORTS. THAT GOES FOR GIRLS AND GROSS BOYS.



REAR VIEW - NO THANKS! KEEP YOUR PANTS PULLED UP



VEEPERS! NO BIKINIS OR 2 PIECE SWIMSUITS.



SHORTS ARE GREAT TOO!



PLEASE GUYS, NO TANK TOPS OR SHORT SHORTS. EWW!

PATHWAYS TO SUCCESS

Earn High School Diploma
or High School
Equivalency Certificate

01

ENGLISH AS
A SECOND
LANGUAGE

02

ADULT
BASIC
EDUCATION

03

ADULT
SECONDARY
EDUCATION

Enter Career Training or Apprenticeship Program

(Not requiring High School Diploma or equivalent)

**Enter College, University, or
Career Training/Military Program**

(Requiring
High School Diploma
or equivalent)

04

**CAREER
TECHNICAL
EDUCATION**

EMPLOYMENT!

gram



All educational opportunities are offered without regard to race, color, national origin, gender, gender identity, sexual orientation, religion or disability.

LOS ANGELES UNIFIED SCHOOL DISTRICT – DIVISION OF ADULT AND CAREER EDUCATION



Division of Instruction
Los Angeles Unified School District

