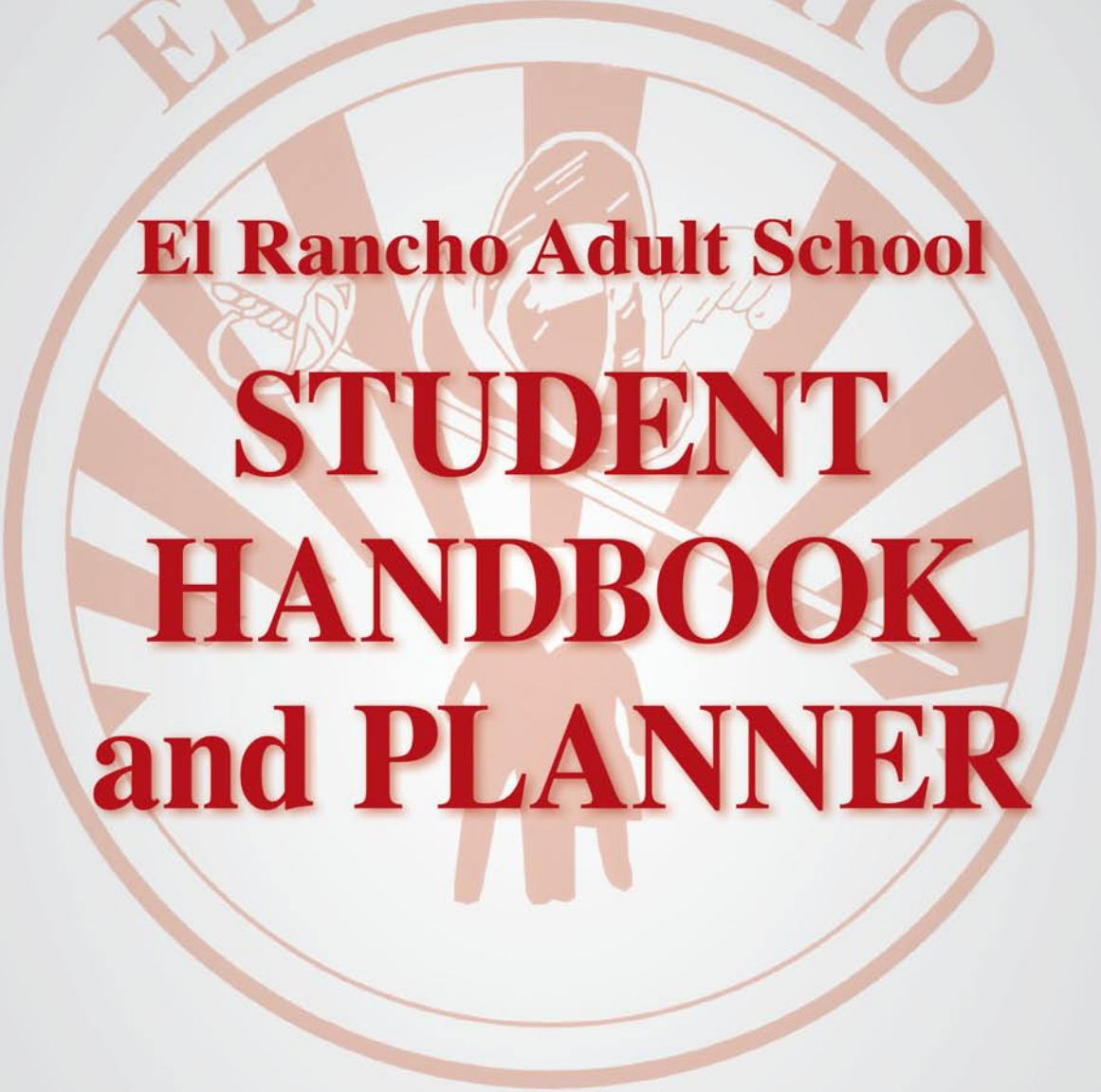


Making Lifelong Learning a Priority

EL RANCHO



El Rancho Adult School

STUDENT

HANDBOOK

and PLANNER

ADULT SCHOOL

This book belongs to:

9515 Haney Street
Pico Rivera CA 90660
(562) 801-5009

El Rancho Unified School District

Board of Education

Vincent Chavez, President
Delia Alvidrez, Vice-President
Rachel Canchola, Clerk
Joseph Rivera, Ed. D., Member
Rita Jo Ramirez, Member

Myrna Rivera Coté, Ed.D., Superintendent

How can we help?



Chuck Collings, Principal

Mission Statement

El Rancho Adult School's mission is: 1) to offer a safe, diverse, and supportive educational environment; 2) to engage our students and assist them in reaching their immediate and lifelong goals; 3) to provide the necessary tools to respond to changing technology and challenging economic times. Furthermore, we are committed to making our community aware of educational opportunities and the benefits that can be derived from continuing education.

Student Learning Outcomes (SLOs)

Students will be able to, as a:

Life-long Learner

- Take personal responsibility and initiative for their learning
- Access and apply school and community resources
- Continue to gain the knowledge and skills for personal growth

Effective Communicator

- Effectively use oral and written language
- Demonstrate respect and understanding for diverse cultures and backgrounds
- Demonstrate knowledge and use of current technologies in a global context

Critical Thinker

- Apply classroom knowledge to the increasing challenges of everyday life
- Evaluate options to make reasonable decisions

Responsible Individual

- Participate in school and community events
- Understand and participate in the democratic process
- Show tolerance for individual differences

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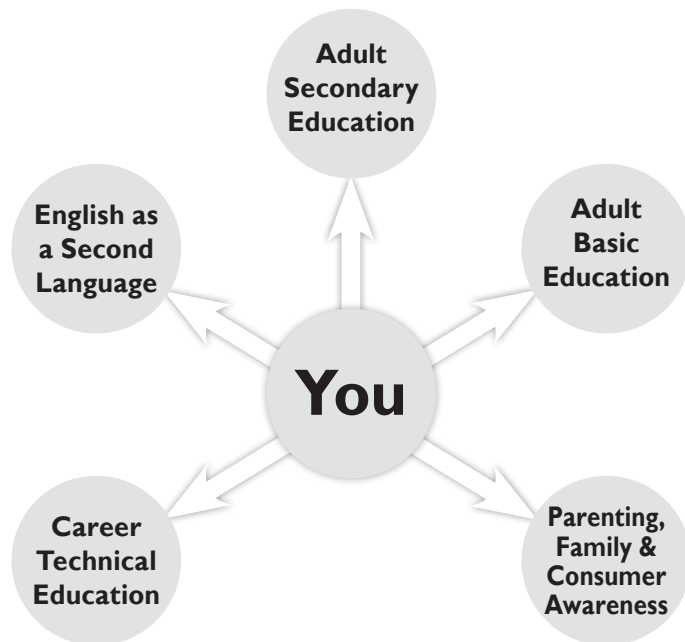
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Think of the possibilities!



Overview of Programs:

Adult Basic Education: Adults can prepare for high school, a better job or help their children with their homework. This is a good bridge for students who have completed the ESL Program and want to continue on to high school.

English as a Second Language (ESL): This program is designed for non-native English speakers who want to improve their speaking, reading, writing and listening skills. Classes are offered in a supportive environment from the literacy to advanced level.

Career Technical Education (CTE): This program provides certificates that will open the door to various career paths. These include Office Clerk, Administrative Clerk and Administrative Assistant.

Adult Secondary Education (ASE): Our program is self-paced and individualized with a teacher always available to assist you when you need it. Before starting this program, a counselor will help you develop a plan.

High School Diploma Program - A high school diploma will be awarded in June upon the completion of the required courses and passing the CAHSEE. There is a 10 unit residency requirement.

General Educational Development Preparation (GED) - In this program, you will work to prepare for the GED exam in all 5 areas: Language Arts/Writing, Social Studies, Science, Language Arts/Reading and Mathematics. A pre-test is offered to help you focus your time studying.

Subject	Required
English	35 credits
Mathematics*	20 credits
Science	
Biological Science	10 credits
Physical Science	10 credits
Social Science	
United States History and Geography	10 credits
American Government and Civics	5 credits
Economics	5 credits
World History, Culture and Geography	10 credits
Visual or Performing Arts or Foreign Language	10 credits
Electives	65 credits
	Total: 180 credits

* Must include one year of Algebra.

Parenting, Family and Consumer Awareness: This program provides an opportunity for parents to receive information and training to better meet the intellectual, physical and emotional needs of their children.

Planning for Success

Tips for setting goals:

- 1) Decide **what is important** to you. Write your goals based on these, with the stepping stones (short-term goals) that will help you realize your big goal (long-term).
- 2) Be **specific and positive** about what you can achieve.
- 3) Make sure your goals are **achievable** but allow you to stretch.
- 4) Set up a **plan and deadlines**.
- 5) Consider possible **obstacles and how you will deal** with them.
- 6) **Tell** your family, friends and teachers about your goals. They can give you encouragement when you need it. Put the goals where you can see them often.
- 7) **Picture yourself** having reached your goal.
- 8) Every so often **check** to see how much **progress** you've made toward achieving them.
- 9) **Reward** yourself for accomplishment.

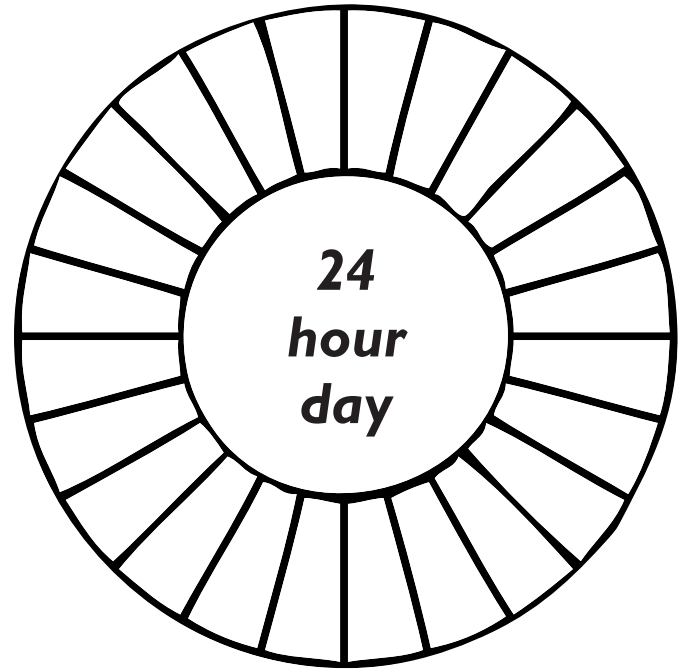
My Goal I will...	
How can I reach this goal? I will...	
When will I achieve this goal? I will reach this goal by...	
Possible obstacles:	How I will deal with them:

Managing your time:

- 1) **Prioritize.** Categorize tasks by which are more important, but don't forget to reward yourself for a job well done (once you've completed your task!)
- 2) Keep **organized.** Create a **to-do list**, a daily plan or a checklist.
- 3) Don't procrastinate. **Just do it.**
- 4) It's OK to **say "no"**. Try to stay focused and let others help. Keep your priorities in mind.
- 5) **Use spare minutes** wisely. For example, if you ride the bus, use that time to review your list, do some reading, etc.
- 6) Break big projects into **small pieces**.
- 7) Take advantage of **technology** such as the phone, internet and email.

- Decide how you spend your time
- List your activities and approximate time in hours
- Fill in the pie chart
- Does it reflect what you think is important?
- Decide if you can distribute your time more efficiently.

What I do	Hours
Work around the house	
Childcare	
Work	
Shop	
Cook/Eat	
Personal grooming	
School	
Homework/read	
Sleep	
TV	
Recreation	
Other	
Total hours should equal 24	



How do I spend my time?

Study Skills Guidelines:

- 1) Keep your goals in mind.
- 2) Attend class regularly and be prepared.
- 3) Ask questions.
- 4) Figure out how you learn best. Pay attention to the place, noise level and time of day.
- 5) Try to limit interruptions. Turn off your cell phone, the TV and close your door if you can. Do what you need to do to stay focused.
- 6) Take breaks every now and then.
- 7) Try the SQ3R method of reading*
 - i) Survey: Read the title, headings, italicized or bold words. Look at charts and pictures. Read the beginning and end of the chapter.
 - ii) Question: Turn the title and headings into questions. Write down your questions. They help you to focus and remember information better.
 - iii) Read: Read one section of a chapter at a time. Look for answers to your questions.
 - iv) Recite: At the end of each chapter, close the book and say the answers to your questions. Then, write down your answers with examples for support.
 - v) Review: After you finish a chapter, review your notes, find the main points and write a brief summary of the chapter.

*Taken from www.collegeboard.com/student/plan/college-success/2666.htm?print=true

September

Notes

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	

October

Notes

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	

Irregular English Verbs:

Present	Past	Past Participle + helping verb	Translation
become	became	become	
begin	began	begun	
bend	bent	bent	
bite	bit	bitten	
break	broke	broken	
bring	brought	brought	
buy	bought	bought	
choose	chose	chosen	
drink	drank	drunk	
drive	drove	driven	
eat	ate	eaten	
fall	fell	fallen	
feed	fed	fed	
find	found	found	
fly	flew	flown	
forget	forgot	forgotten	
forgive	forgave	forgiven	
freeze	froze	frozen	
give	gave	given	
grow	grew	grown	
hide	hid	hidden	
hold	held	held	
keep	kept	kept	
know	knew	known	

Present	Past	Past Participle + helping verb	Translation
leave	left	left	
lend	lent	lent	
light	lit	lit	
lose	lost	lost	
mean	meant	meant	
meet	met	met	
pay	paid	paid	
ride	rode	ridden	
ring	rang	rung	
run	ran	run	
see	saw	seen	
sell	sold	sold	
shake	shook	shaken	
sleep	slept	slept	
speak	spoke	spoken	
spend	spent	spent	
steal	stole	stolen	
take	took	taken	
tear	tore	torn	
think	thought	thought	
throw	threw	thrown	
wear	wore	worn	
write	wrote	written	

New Words:

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Regular English Verbs:

For most regular verbs, add "ed" to the ending Example: play ⇒ played	How to change regular verbs to past tense verbs	Verbs that end in "e", just add the letter "d" Example: live ⇒ lived
If the verb ends with a consonant + "y", change the "y" to "i" and add "ed" Example: study ⇒ studied	If the base form is one-syllable and ends with a single vowel and a consonant, double the final consonant and add "ed" Example: plan ⇒ planned	Do not double the final consonants "x", "w" and "y" Example: stay ⇒ stayed

How to pronounce regular past tense verbs

Words ending in "t" or "d" sound like "id" Example: grade ⇒ graded (id) visit ⇒ visited (id)	Words ending in a voiceless sound (throat doesn't vibrate) sound like "t" Example: walk ⇒ walked (t) touch ⇒ touched (t)	Words ending in a voiced sound (throat vibrates) sound like "d" Example: play ⇒ played live ⇒ lived
--	--	---

The following regular past tense verbs end with a "d" sound

Base Form	Past Form Spelling	Pronunciation (use silent "e")
achieve	achieved	achiev'd
call	called	call'd
fill	filled	fill'd
listen	listened	listen'd
open	opened	open'd
save	saved	sav'd

The United States of America: Capital - Washington, D.C.

Abbreviation	State	Capital	Abbreviation	State	Capital
AL	Alabama	Montgomery	MT	Montana	Helena
AK	Alaska	Juneau	NE	Nebraska	Lincoln
AZ	Arizona	Phoenix	NV	Nevada	Carson City
AR	Arkansas	Little Rock	NH	New Hampshire	Concord
CA	California	Sacramento	NJ	New Jersey	Trenton
CO	Colorado	Denver	NM	New Mexico	Santa Fe
CT	Connecticut	Hartford	NY	New York	Albany
DE	Delaware	Dover	NC	North Carolina	Raleigh
FL	Florida	Tallahassee	ND	North Dakota	Bismarck
GA	Georgia	Atlanta	OH	Ohio	Columbus
HI	Hawaii	Honolulu	OK	Oklahoma	Oklahoma City
ID	Idaho	Boise	OR	Oregon	Salem
IL	Illinois	Springfield	PA	Pennsylvania	Harrisburg
IN	Indiana	Indianapolis	RI	Rhode Island	Providence
IA	Iowa	Des Moines	SC	South Carolina	Columbia
KS	Kansas	Topeka	SD	South Dakota	Pierre
KY	Kentucky	Frankfort	TN	Tennessee	Nashville
LA	Louisiana	Baton Rouge	TX	Texas	Austin
ME	Maine	Augusta	UT	Utah	Salt Lake City
MD	Maryland	Annapolis	VT	Vermont	Montpelier
MA	Massachusetts	Boston	VA	Virginia	Richmond
MI	Michigan	Lansing	WA	Washington	Olympia
MN	Minnesota	St. Paul	WV	West Virginia	Charleston
MS	Mississippi	Jackson	WI	Wisconsin	Madison
MO	Missouri	Jefferson City	WY	Wyoming	Cheyenne

Class Locations

- 1. El Rancho Adult School Office** ■ 9515 Haney St.
Montebello Bus Line 60 on Passons Boulevard
- 2. District Office** ■ 9333 Loch Lomond Street
- 3. North Ranchito Elementary School**
8837 Olympic Boulevard
MTA Bus Line 266 on Rosemead Boulevard
- 4. South Ranchito Elementary School**
5241 South Passons Boulevard



Public Transportation

Pico Rivera Dial-a-Ride
(handicapped or over 65) (323) 721-5666
MTA (800) 266-6883
Montebello Transit (323) 887-4600

El Rancho Adult School (562) 801-5009

9515 Haney Street, Pico Rivera, CA 90660

Rights and Responsibilities

Respect for the Right of Others: Every right you have has attached to it an obligation. Your rights must be balanced against the rights of others, and their rights must be balanced against yours. In addition, the purpose of the school and the requirements of the educational process must be weighed in deciding who has a right to do what and what behavior needs to be corrected. That is why our society has laws and why a school has rules. However, if you are one of those students who want to take full advantage of your rights and opportunities at this school, while at the same time respecting the rights of others, we at El Rancho Adult School will support and help you.

Soliciting and Selling on School Grounds: Students shall not conduct sales or otherwise solicit students. Per Board Policy, "Students shall not be solicited... unless such collection or solicitation of funds is approved by the Board". (Board Policy 1410)

Uniform Complaint Procedure: Complaints alleging unlawful discrimination or failure to comply with State or Federal law must be made in writing to the Assistant Superintendent of Human Resources, 9333 Loch Lomond Drive, Pico Rivera, CA 90660, (562) 801-5199. [Board Policy 1312.3(a)]

Smoking Drugs and Alcohol Policy: In compliance with School Board Policy, smoking and the possession of alcohol or any illegal drugs is prohibited on school district property. (Board Policy 3513.3) (cf. 4020 – Drug and Alcohol-Free Workplace)

Vandalism, Theft & Graffiti: The Governing Board considers vandalism a very serious matter. Vandalism includes the negligent, willful, or unlawful damaging or theft of any district-owned real or personal property, including the writing of graffiti. (cf. 3515.4 - Recovery for Property Loss or Damage)

Any district student who commits an act of vandalism shall be subject to disciplinary action by the district and also may be prosecuted through other legal means. If reparation of damages is not made, the district also may withhold the student's grades, diploma and/or transcripts in accordance with law. (cf. 5125.2 - Withholding Grades, Diploma or Transcripts) (cf. 5144.1 - Suspension and Expulsion/Due Process)

Weapons and Dangerous Objects: Possession, use, sale, or otherwise furnishing any firearm, knife, explosive, or other dangerous object or chemical on El Rancho Adult School owned or controlled property or at El Rancho Adult School-sponsored or supervised functions is strictly prohibited. This includes, but is not limited to, any facsimile firearm, knife, or explosive.

Photograph/Video Tape Policy: Occasionally, the Adult School and organizations or associations connected with the School would like to use the name, photograph(s), video recording or interview comments of students for educational and promotional purposes, including Adult School generated news articles and brochures. The school may also receive requests from the news media to photograph, film, or interview students while covering school events and activities. If you do **not** wish for such material to be used, please notify the Adult Education Office at 9515 Haney Street, Pico Rivera, CA 90660.

Computer Use Policy: Computers are provided for classroom projects and work. Internet access is given to users who agree to act in a considerate and responsible manner. Students may not use computers in any unethical or illegal ways, including violating copyright laws. General school rules and district policies for behavior and communications apply.

Academic Honesty: The Governing Board believes that personal integrity is basic to all solid achievement. Students will reach their full potential only by being honest with themselves and with others. For detailed information regarding academic honesty, refer to BP5131.9.

Nondiscrimination and Sexual Harassment Policy: El Rancho Unified School District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. BP0410(a)

Prohibited sexual harassment includes, but is not limited to unwelcome sexual advances, requests for sexual favors, or other verbal, visual or physical conduct of a sexual nature made against another person of the same or opposite gender. AR4119.11(a), 4120.11, 4121.11

All District Policies can be located in Board Policies and Administrative Regulations at the Adult School Office or on our website www.elranchoadultschool.com.