

# GED PREPARATION CLASS

Orientation Information  
For  
New Students

# GED Preparation Class

## Night Class Hours

- Monday 6:30 p.m. to 9:00 p.m.
- Tuesday 6:30 p.m. to 9:00 p.m.
  
- I am in class early on both nights. You may come to class early for help on Mondays at 6:00 and Tuesdays at 4:00.

# GED Preparation Class

## Day Class Hours

- Monday through Thursday
- 8:30 a.m. to 2:00 p.m.

The day class is also a job skills program. You will be doing more than just preparing for the GED in this class.

Some students will be preparing to work on a paid internship program.

# GED Preparation Class

## **Purpose of this class:**

- The purpose of this class is to help students develop the necessary skills that meet all GED Competencies.

[Click here to review the competencies.](#)

# GED Preparation Class

## Guidelines

- Students will read the following Guidelines and sign a paper agreeing to follow all Guidelines.
- GED Competencies are a list of basic skills people need to be successful in life (personally and professionally). The classroom Guidelines are to help students practice Competency skills in a professional setting.
- If you do not agree with the Guidelines, I will refer you to other GED programs that may better meet your needs. There is one that meets in Santa Maria. There are also online programs you can pay to use.
- Students who do not follow the Guidelines will be asked to leave this program.

# GED Preparation Class

## **Guidelines: Work to be done in class.**

- Students are assigned work based on the GED Competency areas they need to improve.
- Students who do not perform their class work will be asked to leave the program.

# GED Preparation Class

## **Guidelines: Sign In and Sign Out of Class**

- Sign in and out each day on the front computer. Use the green screen. Read the instructions on the computer screen.
- Type in the time you arrive.
- Type your time out and then back for lunch and off-site breaks.
- Ask another student if you need help with signing in and out.

# GED Preparation Class

## **Guidelines: How many classes can I miss?**

- Call 742-3100 if you cannot come to class. Leave a message.
- Students may miss one class each 30 days.
- If you will be missing classes regularly, please discuss with the teacher.
  - ▣ Reasons for missing class must be unavoidable: job related, illness of self or child, etc.



# GED Preparation Class

---

## **Guidelines: What if I am going to be late?**

- Call 742-3100 and leave a message.
- If you are going to be late regularly, please discuss with the teacher.

# GED Preparation Class

## **Guidelines: What if I need to leave early?**

- Call 742-3100 and leave a message.
- If you are going to leave early regularly, please discuss with the teacher.

# GED Preparation Class

## **Guidelines: Electronic Devices**

- The only personal electronic device allowed in class is a cell phone, provided the following:
  - ▣ Turn off cell phones, or set them on silent.
  - ▣ Leave the room to make or take a call or to text.
- Leave other electronic devices outside of class or turned off and out of sight for the entire class.
- Students who insist on using electronic devices in class will be asked to leave the program.

# GED Preparation Class

## **Guidelines: Smoking**

- Smoking is not allowed on school grounds. You must go to a city area (like a sidewalk) if you wish to smoke.

# GED Preparation Class

---

## **Guidelines: Language**

- Please keep language polite and respectful at all times.

# GED Preparation Class

## **Guidelines: Behavior**

- Keep all language and behavior respectful.
- Class time activities must support learning goals.
- Please socialize during breaks outside of the classroom and not during class time.

# GED Preparation Class

---

## **Guidelines: Trash**

- Throw away your trash before you leave class.

# GED Preparation Class

## **Guidelines: Dress Code**

- Please remove your hats, hoods, gloves, etc., before joining the class.
- We will discuss other elements of the dress code later.



# GED Preparation Class

## **Guidelines: Computers and Internet**

- The computers and Internet are for classroom purposes only.
- Personal use of computers is not allowed.
- Thursdays only: Turn off computer towers before leaving the afternoon session of our class. Turn off monitors too.

# GED Preparation Class

## **Guidelines: Lunch**

- Day class lunch is from 11:00 to 11:40.
- You are free to leave campus during lunch.
- Sign out during the lunch break.
- Sign back in when you return from break.

# GED Preparation Class

---

## **Guidelines: Breaks are 10 minutes**

- Mid-morning break at 9:45.
- Mid-afternoon break at 12:45.

# GED Preparation Class

---

## **Guidelines: Restrooms**

- You do not need permission to use the restrooms.

# GED Preparation Class

---

## **Guidelines: Food & Drink**

- ❑ Only bottled water is allowed at computer stations.
- ❑ Eat food during your breaks and not during class time.

# GED Preparation Class

## How to Raise Reading Scores

- Use Reading Plus for three or more hours each week. Ask the teacher for a free account. You can use Reading Plus here or at home on the Internet.
- Use the Read Naturally books. Find them on the class website or by [clicking on this link](#). We have print copies of these books in the classroom. You can take them home and write in them. Please have the teacher help you choose a reading level that is right for you.
- Read one or more hours each day. Read different types of materials. Use the class website to find more types of free reading on the Internet.