



Friendly House Adult Education Program ELAA and High School Equivalency Enrollment Procedures and Educational Policies

Friendly House Mission

The mission of Friendly House is to empower Arizona communities through education and human services. Our objective is to help each student acquire the language and educational skills necessary for a transition into a career pathway and/or higher education.

As part of the Workforce Innovation and Opportunity Act (WIOA), Friendly House Adult Education (FHAE) encourages students to plan beyond language proficiency or obtaining their high school equivalency (HSE) diploma by assisting students in establishing long-term goals founded on pursuing higher education and/or training for a livable wage career. Colleges and careers are explored in the Arizona Career Information System (AZCIS) and through in-house or other community programs.

The FHAE program allows students the opportunity to explore potential academic and career venues by providing the necessary services and resources for transitioning into a career pathway. Career counseling will be available to students who are interested in pursuing higher education, apprenticeships, or job opportunities. Students will also have access to coordination services for four quarters after they have obtained their HSE diploma.

Please be aware that as we are living in unprecedented times, Friendly House is committed to the safety of its community and has therefore adapted social distance practices following guidelines set by the Maricopa County Health Department and the Center for Disease Control (CDC). **The Friendly House online (remote) registration process is valid and applicable from April 11, 2020 to June 11, 2020 or until further notice.**

Enrollment Requirements

All potential students must provide documentation to be eligible for services. The preferred documents are listed below:

- Arizona State Driver's License, Identification card, or Instruction permit;
- Enhanced Driver license or ID card issued by another state, territory or possession of the US
- A valid US passport or passport card;
- Permanent Resident Card/Resident Alien Card, I-551;
- US Military ID Card (active duty, reserve and retired)

If the applicant is unable to provide the preferred documentation, the applicant must provide additional documentation in accordance with the Verification of Eligibility for Services form.

All students must be a minimum of 16 years of age to enroll. If a student is 16 or 17 years of age, they must present a letter of withdrawal from their previous school stating that it has been at least six months since they last attended that school before registering for Friendly House classes.

All adult education classes at Friendly House are offered free of charge if the student provides the required documentation. Class textbooks are at the student's expense. Enrollment online consists of three (ELAA) or six (GED) hours which can be broken down in two sessions if initial



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testing is necessary (GED only). All students must be enrolled before attending any class at Friendly House.

Registration Process Online

After submitting the contact information and verifying identity, the Friendly House registrar staff will contact the applicant to address any questions the applicant may have at this time. The process is as follows:

1. Contact Information
2. Watch Orientation Video
3. Complete Application and Signatures
4. Complete Career Construction Interview (optional)
5. Initial Test Appointment (GED only)

Once the registration process is complete, a class pass is electronically sent to all students who successfully complete the registration process. This class pass is issued for students to provide to the instructor on the first day of class.

Friendly House is required to maintain a file for each student's registration paperwork and test scores, when appropriate. In accordance with the Family Educational Rights and Privacy Act (FERPA), Friendly House will not share student information with a third party without written and informed consent from the student.

Initial Assessment

As the coronavirus (COVID-19) continues to impact our communities, initial testing processes are currently suspended under the CDC and Maricopa County Health Department guidelines. However, for GED students only, the TABE Locator test will be administered following current social distancing measures for the purposes of initial placement and assessment. Friendly House staff will provide students with dates and times to take the TABE Locator test remotely. Implementing these measures allows Friendly House the ability to promote health and safety among the adult education community while continuing to provide a service to our students.

Friendly House is not an authorized site to administer the official GED exam. GED testing is only done at official testing centers (Maricopa Community Colleges). For more information about GED authorized testing centers please contact the Arizona Department of Education, Adult Education Services, or visit GED.com.

Additional Assessments

The logistics of progress assessments are yet to be determined depending on State guidelines. At this point, and for the remainder of this school year (until June 25th, 2020) any mandated processes for initial and progress testing (other than the TABE Locator) are suspended. Once permitted by State guidelines and upon completion of initial testing and required minimum hours of attendance, the student will be re-tested to assess the level of progress and educational gain he or she has made.



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***Class Schedule**

Morning classes are 9-12 AM, Monday -Thursday. Evening classes 6-8 PM, Monday-Thursday. Some classes may offer alternative times.

* All classes are virtual. Schedules are subject to change.

There is no specific timeframe in which the student will successfully learn the language or pass any of the GED subjects. It will depend on the individual student dedication, level of commitment, educational background, learning pace, and how much effort and time they put outside of class. These variables will determine students' readiness to move to the next level or to successfully pass a GED subject.

Instruction

The instruction is hybrid, computer-based and face-to-face instruction (when possible), with emphasis on the instructor acting as a learning facilitator, rather than lecturing.

Each instructor will recommend an online platform and computer-based material from the primary online curriculum. Burlington and Odysseyware are expected to be used as complementary instruction outside class hours by ELAA and GED students, respectively.

Aside from providing subject specific instruction for the GED exam or to learn English, the program is contextualized to include components that address Employability Skills, College or Career Transition, Service-Learning, Financial Literacy, and Civics (Civics is an Arizona GED required official test). As part of the Adult Education Program, students are required to partake in these components.

- Employability Skills to develop, polish and monitor the students' goal setting by developing soft skills and 21st Century employability skills.
- Financial Literacy might consist of budget, taxes, credit, or any other financial topic relevant to the students' needs.
- Civics instruction consists of the review of the 100 questions required to pass the U.S. Citizenship test. This is one of five tests required in the State of Arizona to obtain a High School Equivalency certificate.

Online courseware, Burlington, Odysseyware, and other online resources, such as the Arizona Career Information System (AZCIS) will be provided to assist students with computer-based material and to assist them in the search of college and/or careers. As part of the program, hybrid instruction (face-to-face, once allowed, and computer-based instruction) is required in class, with additional time outside of class working on online curriculum.



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Friendly House Educational and Virtual Classroom Policies

Friendly House Adult Education is dedicated to upholding values of diversity and inclusion to sustain our mission and enrich the culture of the Friendly House community. We firmly believe that we can best promote student success by providing a nurturing yet challenging environment founded on respect and inclusivity. Instructors, students, and staff are expected to share accountability for creating and maintaining a space conducive to learning for all students. We have a no tolerance policy for discrimination.

Should a problem arise; it should first be discussed with the class instructor. Should the issue continue, it can then be discussed with the program's supervisor. To ensure privacy, the student has the option to communicate in person, via e-mail or telephone, whichever they prefer (as permitted).

If a letter is needed to verify student enrollment and/or attendance (for programs like Maximus, DES, employer, PO, etc.), contact the program supervisor. Please allow two business days for processing of the letter.

Absences and Re-enrollment Policies

Absences should be reported directly to the instructor unless the instructor indicates to call the front desk at Friendly House (regardless of class site) at (602) 416-7219. When calling to report an absence, the student must provide their full name, class time (morning/evening), instructor's name, and reason for the absence. Reporting an absence shall be done as soon as possible and preferably beforehand.

After three consecutive un-excused absences or constant excused absences, students will be contacted by their instructor or any other Friendly House Adult Education program staff to re-assess and evaluate the student's ability for attending class, commitment to the program, and the likelihood of continuing enrollment in class. After 90 days of consecutive absences you will be dropped from the program. Students will be required to re-register to continue classes.

Students who obtained their HSE diploma are encouraged to provide a copy at the front desk be invited to graduation ceremony.

Additional Programs, Services and Referrals Available to Students

Qualified students and family members may also be eligible to enter other Friendly House programs such as Student Services, Youth Build, Aspire, Trio, Family Services, Drug Prevention, Immigration, and Academia del Pueblo Charter School. Students may also be referred to FH partners or other community resources partners, depending on the service being sought. Students may be contacted after exit to follow-up on their employment and educational status after exiting the program. Should further referrals be needed at this point, whether in-house or community-based resources, the FFAE staff will provide the student with information or facilitate the



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connection with the appropriate service. For more information visit us on www.friendlyhouse.org or follow us on:



Please save the following for you records:

ELAA Students

Burlington English

Username: _____ Password: _____

<http://burlingtonenglish.com>

GED Students

GED Testing Services

Username (email): _____ Password _____

<https://ged.com/>

Odysseyware

Username: _____ Password: _____

<https://azadulted.owschools.com/>

I have read and agree to adhere to Friendly house Adult Education program policies and procedures.

Student's Name: _____

Student's Signature: _____ Date: _____