



OHIO HI-POINT
CAREER CENTER

2009-2010 Learner Handbook

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It is the policy of the Ohio Hi-Point Joint Vocational School District that educational activities, employment services, programs and services are offered without regard to race, color, national origin, marital status, ancestry, gender, religion, disability, or age.



CONTACTS FOR OHIO HI-POINT CAREER CENTER ABLE PROGRAM

Logan County – (937) 599-3010, Ext. 1432

Champaign County – (937) 484-1574 or (937) 599-3010, Ext. 1432

Hardin County – (419) 673-8842 or (937) 599-3010, Ext. 1432

Union County – (937) 644-2796 or (937) 599-3010 Ext. 1432

Ohio Hi-Point Career Center

welcomes you to

Adult Basic and Literacy Education

We respect your decision to return to school, and we want to help you in making this a positive and successful learning experience.

The ABLE program can assist you in improving your academic and life skills to help you achieve your goals. You may be returning for a variety of reasons such as improving communication skills, obtaining a GED, upgrading technical training/college, studying to become a U.S. citizen, or preparing for employment.

We offer day and evening classes in Champaign, Logan, Hardin, and Union counties. Instruction is designed to meet the needs of adults. Individual, small, and large group instruction is employed by our professional staff. Computer assisted instruction is available at all learning sites.

The ABLE staff wishes you continuing success in the achievement of your goals.

Kimberly W. Davis
Superintendent

Darlene C. Chiles
Director of Adult Education

Sharon J. Halter
ABLE Coordinator

2009-2010 Board of Education

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ABOUT OUR PROGRAM



Why attend ABLE classes?

Adult Basic and Literacy Education is state and federally funded, therefore, there is no charge to the learners. ABLE teachers provide instruction to persons who wish to learn to read, write, spell, and do arithmetic as well as instruction to improve skills in these areas. Some sites offer instruction in English as a Second Language for those whose native tongue is not English. Persons who wish to obtain U.S. citizenship may prepare for the citizenship test. Those who have not finished high school and who would like to obtain the equivalent of a high school diploma may study for the GED test. The program also offers instruction to individuals who wish to improve basic skills for the purposes of entering post-secondary education or employment.

Who is eligible for services?

1. Anyone 18 or older.
2. Some 16-17 year olds who are not presently required to be in school. He/She must be officially withdrawn from school as confirmed by a copy of school's official withdrawal form or confirmation of withdrawal on school letterhead. A copy of the work permit (an Age and Schooling Certificate) is also required.
3. Individuals who have received a GED or a high school diploma may attend ABLE class to further improve skills.

The Staff:

All ABLE staff members are professional, certified teachers or educational assistants. Darlene Chiles is the Director of Adult Education, and Sharon Halter is the ABLE Coordinator. They may be reached at Ohio Hi-Point Career Center (937)-599-3010 Ext. 1432 or 1406.

Program Environment:

1. All learning centers are smoke free. Check with your instructor regarding a designated smoking area, if available.
2. Restrooms are located near each classroom.
3. Your instructor will tell you when a break may be taken. Your teacher will give you instructions regarding food or beverages in the classroom. No food or beverages may be near the computers.
4. Classes are for registered students or prospective students. We do not have facilities or staff to care for children.
5. Individuals are asked to wear comfortable, clean, casual clothing.
6. Classes have an informal atmosphere; you may sit wherever you wish. Please be considerate of fellow students. Save chatting for break time.

ASSESSMENT

Everyone has strengths and weaknesses. Is math easy for you? Are you one who loves to read? The Test of Adult Basic Education (TABE) will help the staff determine your academic abilities. With this information, the instructor will work with you to determine the skills you need to accomplish your goals.

Regular assessment is a part of the ABLE program. There are many ways to show that you are making progress - a skills checklist, journal writing, teacher observation, formal assessment, etc. Assessment is an ongoing process. You may also receive a call or letter from us after you have finished classes. We want to know how you are progressing in achieving your goals. Your response is greatly appreciated.

MATERIALS

All books and materials are provided to class members at no charge. You may borrow some materials after you have been in class for twelve hours. Your instructor will tell you if you may write in your books.

A Career Passport will be offered to all learners as part of their path toward success. This will contain your personal resume, a goal writing and a skill writing. Your instructor has details to help you put these together in a neat and professional package.

GED Instruction is also available on TV. For information about program times and channels, call: 1-800-228-7323.

HOW WILL YOU BE TAUGHT?

Each person learns differently. Each of us has our own learning style. Through a short survey, you will discover how you best learn and will also receive suggestions on how you should approach learning. Together, you and your instructor will create a plan for meeting the learning and career goals you choose. You can study alone, with peers, or with the teacher. You may work in a small group to learn specific skills or with the whole class for instruction or discussion of common problems. Sites may offer computer programs for study or for review.



A distance education course is also available for learners. The ABLE D.E.A.L. (Distance Education for Adult Learners) helps you improve skills for college or training entrance exams, WorkKeys, or the official GED test. Ask your instructor how to register for this course after completing orientation and assessment.

HOW WILL YOU KNOW YOU ARE LEARNING?

The teachers will help you plan your studies. They will answer questions on areas that prove difficult and will offer instruction as you need it. Please consult with your teacher at every class session. Your progress will be more evident, and you will achieve results more quickly. We do not give grades. You are not competing with anyone else. You will be given periodic progress checks.

Since each learner is working at his or her own pace, each individual is asked to keep a record of books used and pages covered. This will also help the teacher advise you in your progress. In your log, please write down the subjects you worked on, note your progress, and ask your teacher to add a notation of goals you have set and reached. This ensures that progress is being made toward your goals.

GED TEST INFORMATION

When you are ready to take the official GED Test:

- 1 Apply to take the test:
 - Official application Online applications are the preferred method of application and are available at www.education.ohio.gov Paper applications are also available for download at the website. Ask your instructor for details.
 - Payment The \$40 fee may be paid online with a credit card. A money order or business check may also be mailed to the state GED office at the address given on the website.
 - Age Related If under nineteen, you must have your local superintendent's permission to test. This may be done online or by mailing a signed Age Waiver. See your local school district for details. Your parent's/guardian's signature is needed if you are sixteen or seventeen.
- 2) *After applying*, contact one of the following to secure a seat for the official GED test: your classroom instructor or the ABLE office at (937) 599-3010 ext. 1432. Applicants who have mailed their paperwork must wait 7-14 business days before contacting. Online applicants should wait at least 2 business days before contacting.
- 3) On the day of testing:
 - Arrange to be there 4 hours to take the test if testing at a two-part session.
 - Bring No. 2 pencils and a ball point pen. Scrap paper will be provided for you.
 - Arrive at 4:45 p.m. Testing begins at 5:00 p.m. If you are late, you will be turned away.
 - Have your state-issued photo ID or driver license ready for the examiner.



After you pass the GED Test, notify your instructor of your test results. This insures that you will be invited to the graduation ceremony on June 24, 2010 at the Ohio Hi-Point Career Center.