South Suburban Adult Education

STUDENT ORIENTATION MANUAL

2025-2026

South Suburban ABE • 100 Seventh Avenue North • South St. Paul • MN • 55075
651-306-3632 • Fax: 651-552-3108 • abe@sspps.org

South Suburban Adult Basic Education is a service provided by the Community Education Departments of Special School District 6 and the Independent School Districts 197 and 199

South St. Paul Public Schools

SCHOOL DISTRICT 197
West St. Paul-Mendota Heights-Eagan Area

INVER GROVE HEIGHTS SCHOOLS
ISD 199

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Contact Information

South Suburban Adult Education (SSABE)

Main Office: 100 Seventh Avenue North South St. Paul, MN 55075
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South Suburban Adult Education

Welcome to South Suburban Adult Education!

Dear Adult Student,
Welcome to the South Suburban Adult Education (SSABE) program and congratulations on your decision to further your education. You are joining thousands of other adults who are learning new skills and upgrading existing skills.

As an initial part of your enrollment, you will be given entrance tests. These tests will be used to determine your strengths and will assist you in successfully completing your goals. You cannot fail these tests. The information collected from your testing session will be used to set up a program of study that will help you progress at the fastest rate possible. The information will also be used for state and national reporting. Your specific information is kept confidential and will never be used without your permission.

We are very happy to have you with our program. We are here to help you with your academic goals. If you have any questions or concerns, please contact the SSABE main office by calling 651-306-3632 or by emailing abe@sspps.org . You can leave a message or send an email at any time of the day.

Sincerely
SSABE Staff

Our Mission

The mission of Adult Education (ABE) is to provide adults with educational opportunities to acquire and improve their literacy skills necessary to become self-sufficient and to participate effectively as productive workers, family members, and citizens.

Directions to Central Square

South Suburban ABE Center (Office: 100 Seventh Ave North, SSP) MTC Bus Route 68

From Hwy 494: Take 5 th Avenue and drive north 1 mile to the corner of 5 th and Marie Avenue.

From Hwy 52: Take Southview exit and follow Southview Boulevard east into South St. Paul to 5 th Avenue. Turn left on 5 th Avenue and proceed one block to Marie Avenue. Parking is available in the lot located on the south-west side of 5 th and Marie Avenues. The central office is located on Seventh Avenue.

To the ABE/ELL classrooms: Enter from the West side of the building by 7 th Ave. The classrooms will be on your left in the East Wing.

New Student Checklist

To do before classes begin:

- ☐ Schedule and attend a complete orientation session, including:
  - ☐ Fill out enrollment and policy forms
  - ☐ Take assessment tests
  - ☐ Register for class
- ☐ Receive class schedule in mail one week prior to class start date.
  - ☐ Call SSABE at 651-306-3632 with questions or conflicts.

You may also want to:

- ☐ Plan a personal schedule including class time, homework time, work schedule and personal time (get a planner!)
- ☐ Establish an effective homework location
- ☐ Schedule regular outside appointments (doctor, dentist, county, etc.) for times other than class time
- ☐ Arrange for reliable childcare
- ☐ Arrange reliable transportation (Metro Transit – 612-373-3333)

To do once classes begin:

- ☐ Attend class
- ☐ If you must miss class, immediately contact the office (651-306-3632 or abe@sspps.org)

Tips for Testing

- Be positive and do your best.
- Relax, it's normal to be somewhat nervous before taking a test. Don't worry!
- Be sure you can hear the instructions and understand them.
- Listen to and read the directions for each test section carefully. Ask for an explanation of the directions if you do not understand them.
- Plan your time well. Each test section is timed. Do not spend too much time on any one test question. If it takes too long to answer a question, skip it and return to it later, if time permits. First respond to all questions of which you are certain of the answer.
- Before answering a question, be sure you know what is being asked. For example, a test question might say, "Which of these is not an even number?" If you read the question too quickly, you may miss the word not and answer incorrectly.
- Do not read into a question something that is not there. There are no trick questions.
- When marking your answers on a separate answer sheet, make sure you print your answer clearly; carelessness can cause you to get a low score. If you realize you have been marking your answers in the wrong place, let the proctor or examiner know immediately.
- Trust your instincts. If you know a lot about a subject (reading, mathematics or language), the first answer you select probably will be the best. When rechecking, change an answer only when you are sure that your first answer choice was wrong.
- If you are not sure how to answer a question, rule out answer choices that you know are incorrect.
- Remember that the score you will receive is only one way to measure your skills. Your test will show the skills you have now and those you need to learn.
- You cannot fail. These tests are not pass/fail.

Program Policies

It is the responsibility of each learner to read and follow these policies while enrolled in the SSABE program. If you have questions, please talk to your teacher.

SSABE Facilities

Only registered students are allowed in SSABE facitlities during instruction.

Central Square Community Center

- Restrooms and drinking fountains are located near the main entrance
- Emergency exits are located on the east and west ends of the building

Photos and Personal Stories

SSABE may use your photo or personal story for program promotion, newsletters, local newspaper stories, and other school-approved publications and websites. In order to opt out of having your photo or story used, you must submit a written request to the office.

Sign-In Sheet

Please sign your first and last name and the time you enter and leave the classroom. We use this to record your attendance.

Telephones

Cell phones must be turned off while attending class – this includes text messaging. Any cell phone calls being made must be done outside, not in the classroom or hallways.

Sign-In Sheet

Please sign your first and last name and the time you enter and leave the classroom. We use this to record your attendance.

Drug-Free School

Inver Hills Community College and South St. Paul Public Schools are tobacco and drug-free. You must leave the grounds or go to designated smoking areas. NO SMOKING in the restrooms. Students found smoking or attending class under the influence of alcohol or drugs will be dropped from the South Suburban Adult Education program.

Transportation

Contact MTC at 612-373-3333 for specific bus route/bus pass information. SSABE has a limited number of bus schedules available.

Parking

If you drive to class, park in the parking lots. Check with your teacher about places you should not park.

No School

Check the calendar posted in the classroom for scheduled closings. For emergency school closings, listen to WCCO radio, channel 4 television or SSPPS website.

Program Policies (Cont'd)

Snacks and Soft Drinks

Check with your teacher to see if they are allowed in your classroom.

Respectful Behavior and Language are Expected at all Times

SSABE is a program sponsored by three school districts and subject to their policies and procedures. Offensive verbal comments, gestures, threats, physical contact, or sexual harassment are unacceptable.

Sharing Attendance and Progress

If you are working with an agency, counselor, or worker that wants attendance and/or progress reports, you will need to indicate such on the Consent & Release Form.

Referral/Resources

We are here to help you help yourself. Staff and volunteer tutors cannot help you with legal, medical, or financial matters. Contact the agency from whom you received the forms for assistance.

SSABE recognizes the importance of attending classes on a regular basis. Many classes are offered online to accommodate student needs. On snow days or other emergency days students can also attend classes online as an option.

Student Agreement for use of Computer Equipment

As a student allowed to SSABE's computer equipment, I agree to the following terms:

1. To never bring into the lab, have in my possession, or insert into any school computer any cd, disk, or memory device without the teacher's written permission.
2. To never create, attempt to remove, or attempt to copy unauthorized content to or from the hard drive of any school computer.
3. To never try to "break" into any part of any security system on my computer or the school's computer network or assist someone to do the same.
4. To never alter, remove, or switch around any component of any computer, mouse, monitor, keyboard, cables or printer.
5. To never write on, draw on, or in any other way deface any piece of school computer or related equipment.
6. To never move any computer without the teacher's permission.
7. To report at the beginning of class anything wrong with my computer. If I do not report it, I take responsibility for any problems with my computer.
8. To never bring food or drink into the computer lab.
9. To never print any work until it is reviewed and approved by a teacher or supervisor.
10. To never play music or computer games unless specifically approved by my teacher.
11. To limit my web surfing to instructional and research purposes.
12. To never send, read, or respond to e-mail messages from a school computer unless specifically approved by my teacher in a classroom project setting.
13. To turn the power off for all components unless otherwise instructed by my teacher.

I understand the attached computer use contract and that a violation by me or any part of this agreement may result in permanent removal from class, assessment for monetary damages, complete loss of computer use for an unlimited time, or other disciplinary action deemed appropriate by the administration of this school.

Attendance Policy

As a student, your progress depends on regular attendance. Our ability to continue to off er free programming at SSABE is also dependent upon your attendance.

- You must attend the first day of class . If you are not able to attend the first day of class, please notify SSABE as soon as possible. If you do not attend the first day of class and do not notify SSABE, your seat in the class may be opened for students who are on the class waiting list.
- If you are in need of support regarding your attendance, please contact your teacher.
- If you are going to miss class, please contact the office at 651-306-3632 or email abe@sspps.org
- If you need to drop a class, please contact the office at 651-306-3632 or abe@sspps.org.

Student Non-Progress Policy

If a student receives 2 years (24 months) of ABE services without showing progress, a 6-month intervention will take place with the Program Manager. After 6-months, if the student has still not demonstrated progress, he or she will be referred to another ABE program.