**STOCKTON SCHOOL FOR ADULTS**

Career Technical Education/ High School Computer Literacy /

Adult Basic Skills

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**Goal**

You may be going back to school as an adult to learn technical skills or possibly to obtain your high school diploma (or GED). To succeed at school and create a positive learning environment for yourself and others, you’ll also rely on another set of skills. Personal management, communication, teamwork and other similar skills are often referred to as soft skills. Practicing these skills at school will help you use them at work.

Employers place a high value on your soft skills, especially your ability to get along well with others. They often ask teachers and student advisors for references because they feel your conduct in school can predict your success in the workplace. Your success at school depends on your course work and attendance but it also depends on your conduct.

**Expected Student Behaviors**

Each member of the Stockton School for Adults community accepts personal responsibility to promote an environment where all individuals may succeed academically and personally. As a School for Adults student each individual is expected to;

* Treat all individuals with respect and dignity.
* Respect our school by maintaining a safe, clean, and professional learning environment.
* Take responsibility for my actions.

Class starts promptly at 8:00 and ends at 11:15 (MORNINGS),

*Do not call front office to report an absence. If you need to report an absence to me, text or email me at bcanepa@stocktonusd.org*

If the teacher is absent the substitute is your teacher. This is an ADULT School. Treat the substitute teachers with respect. They are your teacher the day they are here!

**Rules**

1. Be on time
2. Don’t leave until dismissed
3. Turn off (or put on vibrate) cell phones
4. No texting
5. No ball caps
6. No Headphones
7. No food or drinks.

**Needed Soft Skills**

* Attendance
* Consideration
* Courtesy
* Curiosity
* Effort
* Honesty
* Initiative
* Attentive Listening
* Motivation
* Organization
* Punctual
* Works Independently

# Tip Sheets

# Soft Skills Help You Succeed at School

Your success at school depends on your course work and attendance but it also depends on your conduct. The information below looks at the soft skills and attitudes that will help you succeed in school. Look over the statements in the following sections and ask yourself which areas you want to improve.

# Personal Management Skills

The following statements describe personal conduct appropriate in a school setting. Which ones describe you?

* I interact with other students, teachers and visitors in a professional way. I use every opportunity to develop tolerance, open-mindedness and respect for individual differences.
* I try my best to leave my family and personal issues at home when I come to school. I’ve arranged for child care as well as back-up child care.
* I try to arrange my schedule so I can arrive at school well rested and ready to learn.
* I know swearing, vulgar language and inappropriate humor don’t belong in the classroom or any other public setting.
* I’m aware that if I come to school under the influence of drugs or alcohol, I’ll be asked to leave and may be expelled from the program.
* I realize using school computers to access inappropriate websites usually results in disciplinary action.

# Soft Skills In The Classroom

The classroom is a lot like the workplace—you’re expected to function effectively in the same place, with the same people, every day. Developing good personal management and communication skills can make your time in the classroom more enjoyable. Which of the following statements apply to you?

* I know I need to attend class. If I have a valid reason for being absent, I call and let my teacher know. I take responsibility for catching up on work I’ve missed.
* I get to class on time, and I’m ready to work.
* I don’t interrupt other students or the teacher or talk while someone else is speaking.
* I don’t take more than my share of the teacher’s time or attention. If I need more help and others in the class are waiting, I make an appointment to meet with the teacher outside of class
* Paying attention, concentrating on my work, talking with my classmates after, rather than during, class—my behavior in class shows respect for my teacher, guest speakers and other students.
* Unless the teacher assigns a group project, I know most work is done individually. I am aware that if I am found helping other classmates during exams and tests, I will be disciplined and may even be expelled.
* I realize that food or drink is not allowed in class.
* I turn off my cell phone in class. If I need to keep my cell phone on during class because of an emergency, such as a sick child, I let my teacher know. Then I put my phone on silent or vibrate and take any calls outside of the classroom.
* I realize rudeness and gossiping have no place in the classroom or the workplace.