

VRABE ESL STUDENT HANDBOOK

VRABE—A 14 TOWN REGIONAL COLLABORATIVE INCLUDING:

*Ashford, Bolton, Colchester, Coventry, East Windsor,
Ellington, Glastonbury, Griswold, Mansfield, South
Windsor, Tolland, Vernon, Wethersfield, Willington*

ENGLISH AS A SECOND LANGUAGE



Melissa Iles, Regional Director
Cortney Gerlach, Assistant Director

www.vrabe.org

CONTACT INFORMATION

Main Adult Education Office, Rockville High School, 70 Loveland Hill Road, Vernon, CT 06066

Phone: (860) 870-6060

Fax: (860) 870-6455

- Shari Beaupre, Regional Administrative Assistant and GED Testing Manager
- Melissa Iles, Regional Director
- Cortney Gerlach, Regional Coordinator ESL, Assistant Director
- Dalia Belliveau, ESL Outreach Coordinator, ESL Teacher

For all other sites:

- Contact the Adult Education Office at your site.
- Visit www.vrabe.org

- Cancellation Procedures: Ask your teacher how to find out if school is cancelled or delayed due to weather, etc. See page 7 in this handbook.
- For additional information about the English as a Second Language (ESL) program: Cortney Gerlach, Regional ESL Coordinator, (860) 870-6060 ext. 4113 cortney.gerlach@vernonct.org
- If you have a disability and need an accommodation to participate in any class: Cortney Gerlach, Regional ESL Coordinator
- For help with counseling questions, contact your teacher, site administrator, or our ESL Outreach Coordinator: Dalia Belliveau dalia.belliveau@vernonct.org.
- For ESL websites to help you learn English, community resources, etc.: go to www.vrabe.org, click on Resources at the top, then on Helpful Links.

ENGLISH AS A SECOND LANGUAGE (ESL) OVERVIEW

Adults who wish to improve their English language skills and who meet the Requirements listed below may participate in ESL classes in VRABE's 14-town region.

The focus is on developing the skills and knowledge needed for success in home, community, workplace, and academic settings. Students practice by speaking, listening, reading, and writing. Classes are small to allow for active participation. This is a wonderful opportunity to experience a variety of cultures, and to develop English skills in a supportive setting.

ESL Admission Requirements

The student must:

1. Be 17 years of age or older and not enrolled in a public school. Students ages 17 and 18 must provide proof of withdrawal from a Connecticut school.
2. Provide a current, valid, government photo ID including signature (such as passport, driver's license, or a CT photo ID issued by the Department of Motor Vehicles). If your ID doesn't have your current address, bring in a piece of mail, lease, or utility bill with your current address on it.
3. Complete a Student Information Form.
4. Take required pre-tests and post-tests. The teacher will use this information to help meet the instructional needs of the student.
5. Sign Student Signature Page (pg.8) to indicate you have reviewed the Student Handbook yourself or your teacher has reviewed it with you. Sign the Online Access Form (page 9) stating that you will follow the rules for use of online resources at VRABE. Return both signed forms to your teacher.

Additional Learning Opportunities for ESL Students

CITIZENSHIP

This class is for adults who wish to become United States citizens and is held online (virtual).

FAMILY LEARNING PROGRAM (includes childcare)

This program meets 3 days a week at The Lutheran Church of St. Mark in Glastonbury (ESL and GED)

It offers students the chance to:

- Improve their English language skills OR prepare to complete their GED® (high school diploma)
- Develop parenting skills and learn how to become a partner in their child's education
- Have their children participate in activities led by the VRABE childcare staff

AUDITING A VRABE COURSE FOR FREE

High intermediate and advanced VRABE ESL students may be eligible to take a FREE VRABE class in our Credit Diploma or ABE, GED® program at one of our VRABE sites. Please go to your site administrator for more information about which courses are accepting students. Then you will need to:

1. Get the teacher's approval that the course is appropriate for you.
2. Attend class on a regular basis and do the assignments, or you will be dropped from the course.
3. Understand that no credit will be given for this course.

FREE CAREER AND TECHNICAL EDUCATION COURSES

High intermediate and advanced VRABE ESL students may be able to take FREE career and technical education (CTE) courses. Examples include Certified Nursing Assistant (CNA), Customer Service & Sales, ServSafe, ESL Workforce Preparation, ESL College Transition Writing, and Northstar. It may be possible to earn national certification through these courses.

For information, please contact Mike DeBellis, College Transition (michael.debellis@vernonct.org) or Nicol Gattuso, Career Pathways Coordinator (nicol.gattuso@vernonct.org). Or, visit www.vrabe.org, click on academic programs, career and technical education courses.

HIGH SCHOOL COMPLETION PROGRAMS

Registration and an orientation are required for the high-school completion programs described below. Visit www.vrabe.org and click on Academic Programs, scroll down to Registration Resources.

GED® TEST PREPARATION

- This class prepares students to pass the GED® test which covers four areas—Reasoning through Language Arts, Mathematical Reasoning, Science and Social Studies.
- Day and evening GED® classes are offered at many locations throughout the VRABE region. · GED® testing is held weekly at Rockville High School in Vernon.

ADULT BASED EDUCATION (ABE) - This class is designed to help students who need to develop additional skills in basic reading, writing, and math before enrolling in a high school completion program.

CREDIT DIPLOMA PROGRAM (CDP) - Earn a high school diploma through a 25 credit (minimum) course of study). CDP is offered at William Johnston Middle School (Colchester), E.O. Smith High School (Storrs), Griswold High School and Rockville High School in Vernon.

NATIONAL EXTERNAL DIPLOMA PROGRAM (NEDP) - This computer-based program is based at Rockville High School in Vernon and available in-person in all towns we serve. It is ideal for students:

- who want to complete a high school diploma
- who are motivated and self-directed
- who can work independently and with a mentor

CONTINUING ED ENRICHMENT PROGRAMS

A tuition fee is charged for these classes which cover Art, Health in Mind and Body, Computers, Cooking, Crochet, Quilting, Dance, Exercise and Sports, Floral Design, Financial Planning, Industrial Arts, Jewelry Making and more.

For more information about our programs: visit www.vrabe.org or call 860-870-6060

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IMPORTANT INFORMATION FOR YOU TO KEEP FOR YOUR RECORDS

I can contact my teacher or call the VRABE main office (860-870-6060) if I have questions.

My class is on (days) _____ My class is from (time) _____ to _____

My classroom location/site is _____ ; room number _____

My teacher's name is _____

My teacher's contact information is _____

- Please let your teacher know if you are unable to come to class.

School Cancellations

Ask your teacher how to find out if school is cancelled. Procedures my teacher gave me to find out if school is cancelled _____

You can also go to <http://www.wfsb.com/weatheralerts>. Click on Storm Closings or Delays, then on town where you take your ESL class. To sign up for texts or emails when school is cancelled, you can go to <http://www.wfsb.com> or [weatheralerts.com](http://www.wfsb.com) Click on Sign up for Text Alerts for the town where you take your ESL class.

Register for Talking Points - See page 12

STUDENT EXPECTATIONS FOR YOU TO KEEP FOR YOUR OWN RECORDS

VRABE's English as a Second Language classes are funded by grants from the local Board of Education, the Connecticut State Department of Education, and the U.S. Government. They expect that our *students* will do the following:

- _____ I will attend class regularly and be on time
- _____ I will contact my teacher if I can't come to class
- _____ I will do homework that my teacher assigns
- _____ I will practice English every day
- _____ I will try to improve my test scores by studying hard throughout the semester
- _____ I will take the pre and post tests
- _____ I understand that if I score above a 238 on my pre-test, I will no longer be eligible for FREE ESL classes.

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STUDENT SIGNATURE PAGE

PLEASE FILL IN AND GIVE THIS PAGE TO YOUR TEACHER - *please print*

Student Name: _____ Site: _____ Phone: _____

1. Whom Should We Contact in an Emergency?

Emergency Contact Name: _____

Emergency Contact Phone Number/s home: _____ cell: _____

Your Doctor's Name (Optional): _____ Phone Number (optional): _____

Major Medical Conditions (Optional): _____

Allergies (Optional): _____

2. Waiver Form

CHECK one: ____ I give my permission ____ I do not give my permission to Vernon Regional Adult Based Education (VRABE) to use my photograph, video and audio recordings in VRABE materials to publicize the program.

3. I Have Reviewed This Handbook With My Teacher

I reviewed this Student Handbook with my teacher, or on my own. **Check one:** Yes ____ No ____

Student Signature: _____ Date: _____

ON-LINE ACCESS FORM FOR STUDENT USAGE**PLEASE FILL IN AND GIVE THIS PAGE TO YOUR TEACHER - *please print***

Name: _____ Site: _____

Street: _____ Apt. # _____

City: _____ Zip Code: _____ Phone: _____

I agree to follow the rules in the contract stated below. I will:

1. Use the on-line resources provided by my school ONLY for school-approved projects.
2. Use the on-line resources provided by my school ONLY with the permission of a teacher.
3. Use language on-line which is consistent with school policy.
4. Only access information on the internet, or other online services, that is consistent with the educational goals of the school.
5. Not tamper with equipment or software.
6. Not alter the network interface.
7. Not attempt to gain access to the data and files of others.
8. Not violate any copyright laws.
9. Report any problems or breaches of this agreement to a teacher.
10. Not use the Internet inappropriately. I understand that if I do, my behavior will result in:
 - a. losing all on-line privileges within the school setting
 - b. being subjected to disciplinary measures under VRABE Regional Adult Based Education Policy, Board of Education Policy and/or being referred to the appropriate legal authorities, if warranted.

Student Signature: _____

Date: _____

**VRABE***REGIONAL ADULT BASED EDUCATION*

Student Commitment Form

With a rich variety of no-cost academic programs, VRABE brings exciting learning opportunities to adults in our 14-town region. Our mission is to offer dynamic, multicultural services in an atmosphere of respect, appreciation, and acceptance of all. Join us to further your education, enhance your career growth, and pursue success both personally and professionally!

Partnership

As a VRABE student I realize that achieving success is a partnership between myself and VRABE, and that each has responsibilities as well as rewards. Therefore,

I agree to:

1. Complete **registration** paperwork, provide a valid I.D. and proof of address within the VRABE district;
2. Complete a pretest and a post test, both of which are required by the State of Connecticut;
 - a. Text or call VRABE if missing a scheduled pre- or post-test;
 - b. 3 missed tests results in removal from the program for the remainder of the semester;
3. Comply with **attendance** requirements:
 - a. Text or call VRABE to inform them of absence;
 - b. Three absences without a text or call results in removal from the class for the remainder of the semester;
 - c. 5 total absences, even with text or call, results in removal from the class for the remainder of the semester;
4. Provide notice of known extended absences;
5. Return any borrowed equipment within 5 days of completion of course, and undamaged;
6. Complete an exit survey

VRABE agrees to:

1. Provide **academic guidance** for placement in the appropriate program;
2. Assist in completing all registration and other forms;
3. Respond quickly to any inquiries or complaints;
4. Provide **professional referrals** for any other student needs;
5. Provide **academic support** through our **Student Success Center**;
6. Provide assistance with **college** applications, scholarship applications, and FAFSA preparation;
7. Provide additional courses and **workforce** development opportunities such as Customer Sales & Service certification, ServeSafe certification, Certified Nurse's Assistant training, and manufacturing Pre-Apprenticeship programs;
8. Provide school supplies for learning as necessary, including textbooks and loaner Chromebooks;
9. **Communicate** regularly and frequently;
10. Maintain **respectful** and **professional** behaviors

I, (Student Name) _____ agree to meet the expectations set forth above,

Student Signature _____ Date _____

VRABE Site Administrator/Coordinator _____ Date _____

"No Adult Left Behind"

Talking Points



- Free communication tool
- Sent as text messages to your phone
- Translates into over 120 different languages
- Weekly announcements sent to students

Website

Free applications (apps) available for download on your phone

Try TalkingPoints on your phone!

Download the mobile app and use TalkingPoint on the go! Scan a QR code with your phone to download the app.



iOS



Android

NorthStar Digital Literacy

- Free digital literacy (computer) practice
- Microsoft Word, Email, Internet, etc.
- Earn certificates
- Develop skills



Contact Nicol for more information:
nicol.gattuso@vernonct.org

ESL GOALS