

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

- Lila Call-Matson, Regional Administrative Assistant
- Melissa Iles, Regional Director
- Cortney Gerlach, Regional Coordinator ESL/Assistant Director
- Dalia Belliveau, ESL Outreach Coordinator, ESL Teacher

- Cancellation Procedures: Ask your teacher how to find out if school is cancelled or delayed due to weather, etc. See p. 5 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. New students must attend a one-day orientation and ESL information session.
5. Sign Student Signature Page (pg.7) to indicate you have reviewed the Student Handbook yourself or your teacher has reviewed it with you. Sign the Online Access Form (page 8) 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 additional courses such as: Customer Service, ServSafe, Workforce Preparation, and ESL Writing. 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).

HIGH SCHOOL COMPLETION PROGRAMS

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

GED® TEST PREPARATION CLASS

- 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.

ABE CLASS - 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
- are motivated and self-directed
- 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.

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/number is _____
Site Room number

My teacher's name is _____

Teacher's contact information _____

- Please let your teacher know if you are unable to come to class.
- 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/weatheralerts>. Click on Sign up for Text Alerts for the town where you take your ESL class.

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, be on time, and contact my teacher if I can't come.
- _____ I will do the homework my teacher assigns and 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 236 on my pre-test, I will no longer be eligible for FREE ESL classes.

This page left blank for your notes

STUDENT SIGNATURE PAGE**PLEASE FILL IN AND GIVE THIS PAGE TO YOUR TEACHER**

Student Name: _____ Site: _____ Date: _____

*PLEASE PRINT

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: _____ Phone #: _____

VRABE 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 online resources provided by my school only for school-approved projects and with teacher permission.
2. Use language and access information online that are consistent with school policy and educational goals.
3. Not tamper with equipment, software, or the network, and not attempt to access others' data or files.
4. Not violate copyright laws.
5. Report any problems or breaches of this agreement to a teacher.
6. Not use the internet inappropriately. I understand that if I do, my behavior may result in:
 - a. losing all online privileges within the school setting
 - b. disciplinary measures under VRABE Regional Adult Based Education Policy, Board of Education Policy, and/or referral to legal authorities if warranted.

Student Signature: _____ Date: _____