

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



VRABE App

Andrew Rockett, Regional Director

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
- Andrew Rockett, Regional Director
- Claudia Nunn, Regional Coordinator (ESL and GED)
- Risa Filkoff, ESL Outreach Coordinator, Marketing, and Special Programs

Rockville Learning Center, 33 West Main Street, Vernon, CT 06066

Phone: (860) 870-3703

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 p. 5 in this handbook.
- **For additional information about the English as a Second Language (ESL) program:** Dr. Claudia Nunn (Regional Coordinator)
Phone: (860) 870-6060 ext. 4113 claudia.nunn@vernonct.org
- **If you have a disability and need an accommodation to participate in any class:** Dr. Claudia Nunn (Regional Coordinator)
- **For help with counseling questions,** contact your teacher, site administrator, or Risa Filkoff (ESL Outreach Coordinator, Marketing and Special Programs) at:
risa.filkoff@vernonct.org
- **For ESL websites, community resources, etc.:**
go to www.vrabe.org, click on Resources at the top, then on Sites of Interest.

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.
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 stating he/she has reviewed the Student Handbook (pg. 7) and the Online Access Form (p.8) and return to your teacher.

Additional Learning Opportunities for ESL Students

CITIZENSHIP

This class :

- is for adults who wish to become United States citizens
- is held at Griswold High School, Rockville High School, and Wethersfield High School



FAMILY LEARNING PROGRAM

This program meets 3 days a week at Rockville United Methodist Church in Vernon. 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 YMCA staff

(continued)

Additional Learning Opportunities (cont.)

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. The student will need to then:

- 1) Get the teacher's approval that the course is appropriate for them.
- 2) Attend class on a regular basis and do the assignments, or they 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 in Storrs, Manchester, Hartford, etc. Examples include MS WORD, Customer Service, Culinary Arts, ServSafe, CAD (Computer Aided Design), ACT WorkKeys, It may be possible to earn national certification through these courses. For information, please contact Michelle Vacharakupt (College Transition & Career Pathways Coordinator, Counselor at Rockville HS) at michelle.vacharakupt@vernonct.org (Ph: 860-870-3703).

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 Registration at the top of the page.

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 monthly at Rockville Learning Center 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 21.5 credit (minimum) course of study). CDP is offered at Bacon Academy (Colchester), E.O. Smith High School (Storrs), Griswold High School and Rockville High School.

NATIONAL EXTERNAL DIPLOMA PROGRAM (NEDP)

This computer-based program is offered at Rockville Learning Center, Rockville High School, and Wethersfield High School. 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: go to: www.vrabe.org or call: 860-870-6060

IMPORTANT INFORMATION FOR YOU TO KEEP

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

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:

- have good attendance
• take reading and listening pre-tests and post-tests
• study hard throughout the semester to try to improve their test scores

PLEASE CHECK ONE

I will attend class regularly and be on time..... Yes ___ No ___

I will contact my teacher if I can't come to class..... Yes ___ No ___

I will do homework that my teacher assigns..... Yes ___ No ___

I will practice English every day..... Yes ___ No ___

I will try to improve my test scores by studying hard throughout the semester..... Yes ___ No ___

I will take the pre and post tests..... Yes ___ No ___

This page left blank for your notes.

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

Student Name (PRINT): _____ Site: _____ Date: _____

1) Who 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#: _____

VERNON REGIONAL ADULT BASED EDUCATION ON-LINE ACCESS FORM FOR STUDENT USAGE

PLEASE FILL IN AND GIVE THIS PAGE TO YOUR TEACHER

PLEASE PRINT

Name: _____ **Site:** _____

Home Address: _____ **Phone:** _____
Street Address Apt. # City Zip

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 Vernon Regional Adult Based Education Policy, Board of Education Policy and/or being referred to the appropriate legal authorities, if warranted.

Student Signature: _____

Date: _____