

Student Handbook

Welcome to Framingham Adult ESL ^{Plus}

Congratulations!

You have made an important decision to continue your education. We are here to help you achieve your goals.

Our Vision

Framingham Adult ESL ^{Plus} provides a unique opportunity for adult learners to succeed in US society. Our program offers a wide range of services for every student including ESL, High School Equivalency, Citizenship Preparation, and Computer Assisted Learning. Advising is available whenever classes are in session.

At Framingham Adult ESL ^{Plus} students and staff work together to create activities which are realistic, relevant, and rewarding for all participants.

In dynamic learning environments, students strive towards English fluency, improved literacy skills, economic empowerment, and civic involvement. Our common goal is the development of skills that will allow our students to integrate their talents and energy into the life of the community and the country.

REMINDERS

1. Welcome to the Framingham Adult ESL ^{Plus} Program. The program has been providing classes to area residents since 1984. We are glad you are studying with us!
2. There are many people waiting to come into the program. Therefore, it is extremely important that you attend class each day or night.
3. If you cannot attend class because of illness or another emergency, you must call the office at 508 626-4282, and leave:
 - your name
 - your teacher's name
 - the reason you are absent

You should not be calling in because you have to work. It is difficult, but you must decide if you will be studying or working on class nights for the entire semester.

4. It is very important to arrive on time! You have limited time in class. Classes start at 6:30pm OR 8:45am; if you are late, it is difficult for you, for the teacher, and for your classmates.
5. Parking is difficult. Share rides if possible! There is very little parking available.
 - PM students MUST NOT park in Handicap spaces and MUST NOT block the driveway entrance or other cars. You may be towed.
 - AM students may not park in the Danforth Museum lot, or the Framingham Public Library lot! You may be towed.
6. SNOW:
 - If it snows and there is no school for Framingham Public Schools, there is no school in the program.
 - If Framingham Public Schools says: "Two Hour Delayed Opening"
 - ◇ NO morning classes
 - ◇ YES evening classes
 - If it begins snowing later in the day and you are not sure about classes - watch WCVB on TV, check the website (www.faesl.org), OR call the office (508-626-4282) and listen to the message.

7. There is absolutely no smoking in the building.
8. Please put your cell phone on SILENT mode. If you need to take a call, please quietly go into the hall, and keep the call as short as possible.
9. The rooms we use do not "belong" to us. We are borrowing them. Please keep the rooms and halls neat and clean. Leave the rooms just the way you find them!
10. Break-time is 10 minutes! (not 15, not 20)
11. There are advisors available to help you with any problems you might have. Please feel free to talk with them!

The Framingham Adult ESL ^{Plus} Program and Funding Requirements

*The Framingham Adult ESL ^{Plus} Program frequently asks students for lots of information.
We want you to know why!*

The Framingham Adult ESL Program currently offers more than 30 different classes.

They are:

- Morning ESL classes
- Evening ESL classes
- Evening High School Equivalency classes
- Evening U. S. Citizenship classes

The money to support these *free* classes comes from many different places.

These are:

- The Massachusetts Department of Elementary and Secondary Education (DESE)
- The Town of Framingham Community Development Block Grant (CDBG)
- Partnership for a Skilled Workforce
- The MetroWest ESL Fundraising Committee
- Student, Business, and private donations

Because we accept money from many places, we are required to report on different pieces of the program and how we are doing! We need to report on things like:

- How many students are enrolled in classes
- How many hours each student attends class
- How much students improve their English skills
- What goals students have for themselves
- How many students met their goals
- How many students drop out of class and why
- How many students live in Framingham
- How many students are U.S. Citizens, hold Green Card Status, are documented to live in the U.S.

In order to report on these things, we need to do the following things:

- Give students tests at the beginning and end of each semester
- Have students set goals at the beginning of each semester
- Have students tell us which goals they have met, and bring in “proof” if necessary
- Have students sign in each class
- Have students read the Release of Information form and sign if they wish
- Have students call in when they are going to be absent

The Framingham Adult ESL ^{Plus} Program needs to request money from all of these agencies every year. Our funders have assured us that all of the information which we collect is kept confidential by each agency. The information that we collect helps us to continue to receive funding.

Thank you for your help!



WHERE TO PARK

- Please come early to get a parking space. You are responsible for any parking tickets you get if you park illegally.
- Do not block anyone else's car – make sure that your car is not in the way of anyone, or blocking any driveways.
- There are handicap spaces designated all around the building. **Do not** park in handicap spaces if you do not have a handicap plate.
- **BECAUSE PARKING IS LIMITED, PLEASE SHARE RIDES.**



Framingham Adult ESL ^{Plus}

Morning classes are held at New Life Presbyterian Community Church
73 Union Avenue
Framingham, MA

WHERE TO PARK

- You can park on the street IF IT IS LEGAL. Please come early to get a parking space. There are metered parking spaces on Union Avenue. You must put money in the parking meter, but the meters also have a maximum time limit of two hours. (You are responsible for any parking tickets you get if you park illegally.)
- Do not block anyone else's car – make sure that your car is not in the way of anyone, or blocking any driveways.
- Do not park in handicap spaces, if you do not have a handicap plate.
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Framingham Adult ESL ^{Plus}

(508) 626-4282

School policies and contract

Good attendance is critical to make progress in learning English and improving skills. Framingham Adult ESL ^{Plus} understands that a student may need to be absent sometimes due to illness or important issues. However, the program also has a waiting list of over 400 students and it is important that a student who does not attend class **regularly and on time**, does not take the place of a student who can do so.

To improve attendance and encourage students to arrive on time, Framingham Adult ESL ^{Plus} has created the following policies:

LATE-ARRIVALS (TARDINESS)

1. Students must not be more than 10 minutes late for class (after 8:55 for a.m. classes and after 6:40 for p.m. classes); late students will have to complete a “Late Form” found outside their classroom.
2. They will give this form to their teacher when they enter the class.
3. Any student who has more than 6 “Late Forms” in a semester will be sent to speak with the Director, who will determine if they can continue in class or not.

ABSENCES

1. Any student who is absent must call in to report their absence. The student must leave their name, their teacher’s name, and the reason for the absence.
2. **Any student who does not call for three absences, will lose their seat in class. Also, any student who misses more than 20% of classes will automatically lose their place in class (even if they have called in to report their absences).** The only exception to this rule will be if a student has arranged to speak with The Director to obtain a revised attendance contract (due to extended illness, or other serious problem-work is generally not an acceptable excuse).
3. **Students must complete 80% of all classes in order to continue in the program and to receive a certificate.**

Framingham Adult ESL ^{Plus} is a place that promotes responsibility, respect, civility, and academic excellence in a safe learning and teaching environment. All students, teachers, and staff have the right to a safe and respectful environment of learning and teaching.

GUIDING PRINCIPLES

- **All members of the FAESL+ school community, staff, students and visitors, are to be treated with respect and dignity.**

- **Insults, disrespect, and other hurtful acts disrupt learning and teaching in the classroom. All students have a responsibility to maintain an environment where conflict and difference can be addressed in a respectful and civilized way.**
 - **Students are expected to use non-violent and non-threatening methods to resolve conflict. Physically aggressive behavior is not a responsible way to interact with others.**
 - **All students must demonstrate respect for themselves, for other through acceptable and responsible behavior.**
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- **Students are not allowed to possess, use, sell, or be under the influence of,**
 - **Alcohol**
 - **Illegal drugs**
 - **Prescription drugs, without a proper prescription**
 - **This affects all school property, inside the building or anywhere on the property. Any offending student is subject to the disciplinary actions, which may include expulsion.**

STUDENTS WITH DISABILITIES

- **I understand that I am not required to tell Framingham Adult ESL ^{Plus} about any disabilities, but that reasonable accommodations may be available if I do disclose a disability. If you believe you have a documented disability requiring accommodation in this class, please notify the Director to discuss appropriate accommodations.**

ABILITY TO LEARN AND RETAIN NEW INFORMATION

- **Students who seem unable to benefit academically from FAESL+ participation will be referred to an adviser and/or program administrator for a case conference meeting to determine an appropriate level of service and support. Students who do not display meaningful measurable gains after two (2) years at the same class level will have a conference to determine if referral to other programs, services, or agencies is appropriate. Students who fail to display meaningful measurable gains may be withdrawn from the program.**
- **Adults who enter Framingham Adult ESL ^{Plus} complete an assessment to determine their current educational needs and goals. Initial enrollment in the program does not guarantee that a student will be eligible to receive services indefinitely.**

Please acknowledge receipt and understanding of this material and contract by completing the information on the next page and turning it in to your teacher.

I have read and understand the policies and principles stated on the previous page. By signing this document, I agree to abide by those policies and principles.

My name: _____

My teacher's name: _____

My level: _____

Today's date: _____

Signature: _____