

Philip E. Philbin
Clinton Adult Learning Center
Student Handbook

~ Focused on Students ~



*Our mission is to help students prepare
for success as a family member,
worker, and citizen.*



Philip E. Philbin Clinton Adult Learning Center

150 School Street Clinton, Massachusetts 01510

Phone: 978 365-4226
TTY: 800 439-2370
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Email: cordioc@clinton.k12.ma.us

Christine Cordio, Director
Holly Bullard, Assistant Director

WELCOME

Welcome to the Philip E. Philbin Clinton Adult Learning Center. We are pleased you chose CALC as the first step in continuing your educational career. We understand that your decision to further your education is one you do not take lightly, and our staff will assist you in any way we can. Whether you are here to improve your reading and math skills, obtain your GED, or learn the English language, I am sure you will find our center to be a positive and caring environment.

The Clinton Adult Learning Center has over thirty years of experience in preparing students for the next step in their lives, whether it is educational or work related. We are involved in many activities to ensure you receive the highest quality education during your stay here. Because our class sizes are small, you will receive the individualized attention needed to succeed from our staff of accomplished professionals. To assist you in your educational development, we have state of the art computer equipment with the latest technology. We also have a counselor on board who is available to assist in resolving educational, career and personal concerns.

We sincerely hope that you find your time here to be a memorable experience. Should you need anything, do not hesitate to call on any one of our staff to assist you.

Sincerely,

Christine M. Cordio

Christine M. Cordio
Director of Adult Basic Education



2008-2009 Staff

Director	Christine Cordio
Assistant Director/Counselor	Holly Bullard
Office Assistant	Adelisa Phipps
AM ESOL Instructors	Linda Gosselin Jean Noonan Ellen Naughton
PM ESOL Instructors	Gabriella Ivic Albert Mercado Jessica Mercado Andrea Papadinis Sarah Priest Jennie Roberts
ABE/GED Instructors	Richard Quirk Brenna Kane Ben Roberts
Technology Coordinator	Elaine Weymouth
Computers	Mary Smith
Childcare	Sue Houle Maria Mercado Josie Morales Ingrid Soto



Class Schedules

Adult Basic Education and GED Preparation

Monday and Wednesday
6:00 pm – 9:00 pm

English as a Second Language

Tuesday and Thursday
9:00 am – noon

English as a Second Language

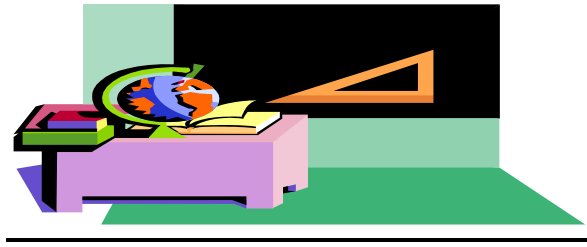
Monday and Wednesday
6:00 pm – 9:00 pm

CALC is funded by the Massachusetts Department of Elementary and Secondary Education

The Clinton Adult Learning Center is excited to offer a wide range of activities and resources for all the students' interests.

All classes are held at 150 School Street

Course Descriptions



1. **Beginning ABE:** This course will review basic math, reading, and writing skills used in every day living. It will focus on teaching a variety of strategies to help each individual student learn in a way that is most comfortable for them.

2. **Pre-GED:** This course is designed to prepare the student to enter the GED class. The class concentrates on all the areas included on the GED test. They include reading, writing, math, science, literature, and social studies. The student will become familiar with the requirements of the test and learn a variety of approaches to make the learning process easier.

3. **GED Preparation Class:** This class is part of the ABE continuum and is designed to prepare the student to take and pass the test successfully. It concentrates on each subject included on the test.

4. **Beginning ESOL:** This class is meant to help students with very limited English skills. It is a slow paced class that teaches students basic reading, writing, listening, and speaking skills. It also includes help with the basic skills needed to gain employment.

5. **Intermediate ESOL:** This class is part of the ESOL continuum. It is for students that can speak and understand simple phrases, while learning to become better readers and writers. At this level, more advanced vocabulary is introduced to expand language skills. Basic technology proficiencies are integrated to expand upon information given by the instructor

6. **Advanced ESOL:** This course is for those individuals able to converse effectively in English. It increases vocabulary and grammar skills, helps students develop multi-paragraph essays, and expands reading skills. The student will also become proficient in software applications related to English acquisition.

General Information

The Clinton Adult Learning Center provides students with warmth, security, reasonable challenges, and opportunities for educational growth

ATTENDANCE

Good attendance is important and our slots per class are limited. By registering for this class, you have made a commitment to attend regularly. Your education depends on the time and effort you put in to learning. If you must miss a class please call the Learning Center (978) 365-4226, leaving your name, the name of your teacher and the reason for your absence. If there is anything we can do to help please ask to speak to Christine (the Director) or Holly (the counselor). If you miss 3 classes we will be forced to substitute another student in your place, and hope that you will reapply when you can make a commitment to regular attendance.

CHILDCARE

Childcare is available during evening classes on a very limited basis. It is made possible, in part, by funding from Nypro Foundation. We do not have childcare available during our morning classes.

Our childcare room is a service to allow parents to come to classes. Children can be here only when a parent or guardian is in class. You should not bring a sick child to school or one that needs to be fed or changed immediately. Please be sure to let the childcare coordinator know about any special needs your child has.

COSTS

Adult Basic Education	Free
English as a Second Language	Free
GED Preparation	Free
Official GED Testing	\$65.00
Pre-Testing if not enrolled	\$15.00

CRITERIA FOR STUDENTS

Acceptance into each program is dependent upon the consent of the Director. Students must be 16 years of age or older and officially withdrawn from high school. Decisions

are based on evaluation, class availability, previous attendance records, and interviews by the Director or Counselor.

Students enrolled at the Clinton Adult Learning Center are expected to behave in a socially acceptable manner and to demonstrate the following:

- Students must be able to work independently in a group setting.
- Students must be able to follow verbal instructions.
- Students must be able to exhibit self-control in class and in the building.
- All students are expected to follow general building conduct rules.
- Students must provide or arrange for their own transportation to classes.
- Students must be considered capable of making academic progress.

NEW STUDENTS

ABE, ESOL, and GED classes are open-entry which means that new students will be joining throughout the year. Please try to make all students feel comfortable when they arrive.

EXPECTATIONS

Our classes depend on people working together for success. A teacher may remove from class anyone who shows disrespect for people or property or who is unable to work cooperatively in a classroom setting. This includes inappropriate language, as well as, alcohol or drug use. *Disregarding any of these rules may result in removal from the program.*

- Students must be able to work independently within a group setting.
- We ask that all students shut off their cell phones and pagers during classes.
- Do not go anywhere in the building except the classroom or restroom.
- School policy states that children may not accompany their parents to class.
- Because we know that no one can learn while using drugs or alcohol, we expect that no student will come to class while under the influence.
- Please do not remove textbooks or other materials from the classroom.

GOALS

Clinton Adult Learning Center emphasizes education for life and for success in your roles: family member, worker, and citizen. Your teacher or counselor (Holly) will be asking you to set personal learning goals and to review your progress throughout the year.

HOMWORK

Most instructors do not give a lot of required assignments knowing that students have little time to study. Let your teacher know if you prefer work to do at home, as well as, in class. While teachers encourage students to work toward their goals at their own pace, it is always helpful to read newspapers and magazines or to keep a journal of your thoughts.

SMOKING

Smoking is not allowed on school or property. If you must smoke you must go across the street. Please pick up your cigarette butts when you are through.

GENERAL EDUCATIONAL DEVELOPMENT TESTS

The General Educational Development (GED) Tests can give students the opportunity to earn a high school equivalency diploma...a credential recognized as a key to employment opportunities, advancement, further education, and financial rewards.

The GED Tests are five tests in the areas of Writing Skills, Social Studies, Science, Literature and the Arts, and Mathematics. The questions in each of these tests require the student to use general knowledge and thinking skills. Few questions ask about facts, details, or definitions.

Even though students have not finished high school, they may have gained knowledge and skills through experience, reading, and informal training. The GED Tests are designed to measure the important knowledge and skills usually learned during four years of high school, that students have obtained in a different manner.

Students are eligible to take the tests if they are not enrolled in, and have not graduated from high school.

The GED Tests are usually given at the Clinton Adult Learning Center two days each month. Potential testers are required to appear in person at the CALC office to register prior to the test date. There is a fee of \$65.00 in (cash only) for first time testers, and \$15.00 per retest. To register a student must bring a picture ID, a signed withdrawal form from the last school attended (if 16 or 17 years of age), and the test fee of \$65.00 cash.

The GED Tests must be sent to Oklahoma for scoring and results usually take several

Register Before	Test Dates	Week Day	Tests	Test Time
October 15	October 20 October 22	Monday Wednesday	Writing & Math Sci, Soc Stud, Lit	4-9 PM 4-9 PM
December 3	December 8 December 10	Monday Wednesday	Writing & Math Sci, Soc Stud, Lit	4-9 PM 4-9 PM
January 28	February 2 February 4	Monday Wednesday	Writing & Math Sci, Soc Stud, Lit	4-9 PM 4-9 PM
April 1	April 6 April 8	Monday Wednesday	Writing & Math Sci, Soc Stud, Lit	4-9 PM 4-9 PM
April 30	May 4 May 6	Monday Wednesday	Writing & Math Sci, Soc Stud, Lit	4-9 PM 4-9 PM
July 30	August 3 August 4	Monday Tuesday	Writing & Math Sci, Soc Stud, Lit	8-Noon 8-Noon

weeks. Scores are mailed to testers as soon as they are received.

2008-2009 GED Test Schedule

All testing will take place at 150 School Street

- The first test will begin at **4:00 PM sharp** for all but the August Test date.
- *Do not be late or you will not be allowed to participate in that test.*
- There will be a \$25.00 per test charge for no shows.
- Additional transcripts are available for a fee of \$7.50.
- Retests are \$15.00 each.

GRIEVANCE PROCEDURE

If you have a complaint about your class, talk to your teacher or to the counselor. If you are still not satisfied, the next step is to speak to the Learning Center Director (Christine), then to the Superintendent of Schools, and then to the Clinton School Committee.

PARKING

Students may park their cars in the parking lot on School Street. Do not park in any spaces that are marked with signs for St. Johns staff or parishioners or your car will be towed. Some curbside spaces may be available on School Street.

SCHOOL CANCELLATIONS

Morning and evening classes will be cancelled whenever Clinton schools are cancelled. Cancellation announcements for evening classes will be made after 3:00 PM and may be heard on the following radio and TV stations:

WBZ	Channel 4	TV
ABC	Channel 5	
CBS	Channel 7	
FOX	TV	
WTAG	580	AM
WFTO	1440	AM
WBZ	1030	AM

When in doubt you may call the office at (978) 365-4226. Cancelled classes will be made up at the end of the school year unless other arrangements have been made. If you are traveling far, and you know the weather is predicted to get worse, use common sense in your decision.

GRADUATION

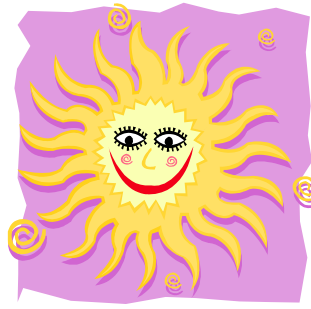
All CALC students and GED graduates are invited to participate in our graduation ceremony at the end of the school year in May. Please don't miss this very special celebration.

Strategies for Success

- Bring to class:
 1. a three ring binder with a few dividers and some paper (This is better than a spiral bound notebook because your teacher will give you more papers to include)
 2. pencil with eraser and a pen
 3. bilingual dictionary for ESOL students (optional but very helpful)
- Arrive on time, and plan to stay for the entire class.
- Make appointments (doctor, dentist, haircut, etc.) on days when you don't have class.
- Try hard to attend every class.
- When you are absent, call another student in your class to find out what you missed and

if there is homework.

- When you return to school handouts that you
- Ask questions when you
- Speak with your teacher ing or coming to



after an absence, ask your teacher about missed. don't understand something. about any special problems that make learn-class difficult.

Especially for ESOL students:

- Make friends with students who don't speak your native language. Practice your English with them at the break, and before, during and after class.
- Watch TV and listen to the radio in English for a few minutes every day. Try watching the news. Try to listen for "who? what? where? when?" and maybe even "how? and why?"
- Don't be afraid to make mistakes! And don't worry about being perfect. Speak as much as possible.
- Speak with and listen to your classmates. They are your partners in learning English, and have many good ideas about how to learn. Share your ideas about ways to learn, too.
- Read newspapers, books, and magazines in English. Go to see movies in English. Try to understand the main idea, even if you don't understand all of the details.
- Make sections in your notebook for new vocabulary, cultural customs, and a journal section. Try to write in your journal whenever you can.
- Speak English outside of class every week. Speak to store clerks, neighbors, teachers, children, and co-workers. Ask questions about stores and public services
- Set goals. Think about the places where you want to use English, and ask your teacher about vocabulary and conversational expressions you can use in those places.
- Study and review the work that you do in class and try to complete homework.
- Write down expressions or words that you hear outside of class that you don't understand. Bring them to class to ask your teacher and other students about the meaning.
- Sing songs in English. It's fun and for some people it's easier than speaking!

The Clinton Adult Learning Center does not discriminate in its educational programs, activities, or employment practices on the basis of race, color, national origin, age, sex, sexual orientation, or handicap.

• Record yourself reading

aloud or speaking. Listen to the recording and practice difficult sounds.

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- Use new words in sentences and conversation as often as possible.

- Practice writing in English with e-mail.
- Find a speaker of English who wants to learn your native language. Get together for conversation and exchange languages.



*Treat Others The Way You
Would Want To Be Treated!**

Important Things to Remember to Help Insure Success for All

There will be a 15 minute break to allow for bathroom visits and to get drinks. Coffee and hot chocolate is sold for \$.50 per cup.

Please be considerate to your classmates while class is in session. This includes good use of manners and shutting off your cell phone or pager when your class begins.



Attendance Contract

The attendance policy for the Philip E. Philbin Clinton Adult Learning Center is as follows:

1. Unless an arrangement has been made with the counselor or the director, students are required to:
 - a. attend each scheduled class session
 - b. arrive to class on time and stay for the entire class period
 - c. call the office when they will not be in class on a particular day
2. If a student misses TWO scheduled classes without notifying a staff person, he/she will receive a verbal warning.
3. If a student misses THREE scheduled classes without notifying a staff person, he/she will be removed from the class (notification by mail).

Discipline/Behavior Policy

As an adult program expectations for student behavior are high. The following guidelines must be followed by all students:

- Appropriate use of language
- Appropriate behavior
- Mutual respect of staff and students
- Use of restrooms at designated break time
- NO CELL PHONES may be on during classes
- Completion of class assignments

Consequences for any of the above:

1. Verbal warning from instructor or other staff member
2. Written warning from the office
3. Removal from the program

The Clinton Public Schools practices zero tolerance. Under no circumstances is the use of alcohol, drugs or violence acceptable. Evidence of any of these will result in immediate removal from the program.



Contrato de Asistencia

El contrato de asistencia al Centro de Aprendizaje para Adultos Philip E. Philbin es el siguiente:

1. A menos que el estudiante haga arreglos con la consejera o la directora, se requiere que los estudiantes:
 - a. asistan a cada clase
 - b. lleguen a tiempo a la clase y se queden el periodo completo
 - c. llamen a la oficina cuando no puedan asistir a la clase
2. Si el estudiante se ausenta a clases DOS veces sin notificar al personal, el/ella recibirá un aviso verbal.
3. Si el estudiante se ausenta TRES veces sin notificar al personal, el/ella será suspendido (a) de la clase (se le notificará por correspondencia).

Contrato de Disciplina y Comportamiento

Las expectativas de conducta en el programa de adultos son máximas. Las siguientes normas deben ser seguidas por todos los estudiantes:

- El uso de lenguaje apropiado
- Conducta apropiada
- Respeto mutuo entre el personal y los estudiantes
- El uso de los servicios sanitarios son designados solo en la hora del descanso (break)
- NO TELEFONOS CELULARES
- Completar trabajo asignados de las clases

Consecuencias si se violan las normas arriba mencionadas:

1. Aviso verbal de parte del instructor u otro personal
2. Aviso escrito de la oficina
3. Suspensión al programa

Las escuelas públicas de Clinton practican cero tolerancias. Bajo ninguna circunstancia se acepta el uso de alcohol, drogas o violencia. Evidencia o violación de cualquiera de estas circunstancias resultará en suspensión inmediata al programa.

He leído y entendido estas normas.

Firma

Fecha

Clinton School District Computer Policy

The purpose of the Clinton School District Network and Internet is to enhance educational research. Access to the Internet enables students to explore thousands of libraries, databases and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate and/or potentially offensive to some people.

While the district's intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. It is the district's position that the benefits to students in the form of information resources and opportunities for collaboration exceed the potential disadvantages.

Rules for Student Use of Internet and E-Mail

Student behavior on school computer networks is governed by the behavioral expectations, which appear in the Student Handbook. In conjunction with these behavioral expectations, students may use the Internet only for approved school-related activities.

Students will not be permitted to:

- Reveal their own personal information, such as addresses, telephone numbers, user names, passwords, etc., or that of other students;
- Use another's password and/or trespass in another's folders, work, and/or files;
- Access e-mail accounts or chat lines without permission and supervision;
- Attempt to gain access to unauthorized resources or entities;
- Post anonymous messages;
- Download software, such as games, applications, etc., for personal use;
- Unauthorized use of resources, such as copy paper, printer toner, etc.;
- Access, send, or display sites that provide material which does not conform with acceptable school use, such as pornography, obscenity, etc.;
- Violate copyright laws;
- Vandalize computers, computer software, computer systems, data, and/or the computer network;
- Use the network for non-school related purposes, such as commercial ventures, to set up personal web pages, advertising, etc.
- Violations may result in a loss of access as well as other disciplinary or legal action.
- The administration reserves the right to review students' files and communications to maintain system integrity and ensure that the users are using the system within the authority provided by the District.
- Teachers and other staff members will make every attempt to monitor and guide students toward appropriate materials and the use of the system.