

Walled Lake Adult Education Handbook

Education is the Pathway to your Future



**Walled Lake
Consolidated Schools**



Walled Lake Consolidated Schools
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James R. Geisler Middle School
46720 West Pontiac Trail
Walled Lake, MI 48390

ENGLISH AS A SECOND LANGUAGE

ESL TEACHERS

Adult ESL classes are largely conversation based, although some reading and writing is included. Topics are chosen to help students develop language skills that will help them make better use of community resources, to participate with friends and family, and to understand holidays, traditions, and other cultural aspects of this area of the United States.

Walled Lake's Adult ESL program offers classes at four levels. Teachers in this program meet all state certification requirements.

BASIC EDUCATION & HIGH SCHOOL EQUIVALENCY (GED)

GED/ABE TEACHING STAFF

These classes—in reading/writing/mathematics — help students to prepare for successful completion of the GED examination or another High School Equivalency (HSE) test. Classes are very small, and lessons are tailored to each student's skill level as demonstrated on the appraisal given at the time of registration and on subsequent post-tests.

Students have reading/writing as well as math class every Tuesday & Thursday. Teachers in this program have teaching credentials in the subject areas they teach.

Welcome to the Walled Lake Consolidated Schools Adult Education Program. Our staff helps all students to pursue their educational goals.

This booklet contains important information about our program. Please take time to read it carefully. If you have any questions, we encourage you to ask any staff member for clarification.

Adult Education Mission Statement

The Mission of the Walled Lake Consolidated Schools Adult Education program, in partnership with the community, is to continue our commitment of excellence in the development of our students as lifelong learners and contributors to a global society.

Admission Procedures

To be admitted to the Adult Education program, a student must:

1. Complete and sign all registration forms.
2. Take an appraisal test to determine level of instruction in reading, math, language, or English proficiency level.
3. Interview with the instructional or administrative staff member to determine placement.
4. Provide all required paperwork: birth certificate, Michigan driver's license, Michigan ID or current immigration records.
5. Students who are below the age of 20 must have withdrawn from a K-12 program, depending on their skill level.

Records Requirement

Students are required to have a permanent address on file in the Adult Education Office and to make phone numbers available that allow phone contact between adult education staff and students. Emergency contact information must be included in the information submitted at the time of registration. Students are responsible for informing the office of any changes in residence, address, or telephone number.

“Education is the Pathway to Your Future”

Statement of Personal Goals Walled Lake Consolidated Schools Adult Education

All students entering the Walled Lake Consolidated Schools Adult Education program are encouraged to incorporate the following **goals** in their beliefs about their decision to become an adult learner:

- **Commitment** to making positive choices.
- **Courteous** behavior in all relationships with others.
- **Cooperation** with my teachers and fellow students.
- **Contributing** to class activities by sharing my own experiences and listening to others.
- **Completing** all class assignments to the best of my ability.

EFFECTIVE ADMINISTRATION OF THE ADULT EDUCATION PROGRAMS

All of the Adult Education Programs in the Walled Lake Consolidated Schools are governed under current policies established by the Board of Education.

The Board of Education Policy Manual is stored in an electronically searchable document on the district's website at this address:
<https://wlcsd.org/board-of-education/district-board-policy-manual/>

Student Records:

- All students over the age of 19 and the parents of students under the age of 19 have the right to access and inspect any/all educational records compiled for the use of the Adult Education program.
- Further, these individuals have the right to request explanations and/or interpretations of the portions of the educational records to enable understanding.
- It is also the right of these individuals to request amendments to the educational records if they are deemed inaccurate and/or misleading and to limit the disclosure of educational records.
- No educational records are forwarded without explicit permission in writing by the student to do so. Policy link is shown below.
<https://z2policy.ctspublish.com/luskalbertson/browse/walledlake/set/walledlake/z20000013>

Codes of Ethics:

The School District expects all individuals working with or for its students to comply with all applicable professional codes of ethics, including the Michigan Code of Educational Ethics, as approved by the Michigan Department of Education.

Attendance

Regular attendance is critical to a successful learning experience. Because many problems face adult learners as they return to school, it is very important to keep the lines of communication open. If possible, inform your teachers if you know you will be absent. It is your responsibility to check with your instructors regarding your attendance. To report an absence call 248.956.5021.

Class Hours

All classes are held at Geisler Middle School, 46720 West Pontiac Trail Road, Walled Lake, MI 48390.

Classes begin at 5:30. ESL classes finish at 8:00 p.m. GED classes finish at 8:30.

Students have a break about half-way through the class session.

Parking

Students are eligible to park anywhere in the lots around Geisler Middle School and are expected to abide by the restrictions for handicap parking.

On most evenings, only the door at the front of the building can be counted on to be unlocked. Evening parking in the driveway closest to the front of the school is permissible, even though that space is marked for busses only at the beginning and ending times of the school day.

Assessment

All students are given an appraisal test at the time of registration.

Students take pre & post tests throughout the course of the year for purposes of showing individual achievement in reading, math, and language according to each student's determined level of instruction. Such data will be reported in MAERS as required by state and federal grant guidelines.

Fees & Tuition

All students are charged a \$25.00 non-refundable registration fee one time per school year.

Student code of conduct

Students in the Walled Lake Schools' Adult Education programs are governed under the same Student Code of Conduct as is used for students in the K-12 system. The Student Code of Conduct document is available here

https://wlcsd.org/downloads/district_files/student_code_of_conduct_handbook_7122.pdf

In adult programs, almost all behavior concerns can be resolved through respectful conversation between the teacher and student. On occasion, an administrator might join the conversation to help establish common understandings and expectations. On the infrequent occasion that a student comes to class unable to manage his/her behavior and unable to learn because of it, the teacher may ask that student to leave class and return only after an effective resolution has been established.

Behavior Code

This code was developed through a cooperative effort of students, teachers, and administrators of the Walled Lake Adult Education program. We believe that all students are responsible for their own actions and are to respond to teachers and other students in a mature manner.

We expect students in the Adult Education programs will

1. Attend class regularly and be on time.
2. Be prepared for class with necessary supplies and assignments.
3. Be respectful of the rights and property of others.
4. Refrain from use of profane or abusive language.
5. Actively participate in class activities.
6. Avoid use of cell phones during class.
7. Follow the building and classroom rules concerning food, and beverages.
8. Refrain from smoking anywhere within the school or on school property.
9. Follow all policies of Walled Lake's Board of Education with regard to safe conduct.

Workplace Discrimination and Illegal Harassment

The Walled Lake Consolidated Schools' Adult Education programs are governed under the same workplace discrimination and illegal harassment policy as is in effect for staff and students in the K-12 system.

Specifically:

Illegal Harassment

The Board of Education is committed to maintaining a learning/working environment in which all individuals are treated with dignity and respect, free from illegal discrimination and harassment. There will be no tolerance for discrimination or harassment the basis of race, color, national origin, religion, sex, marital status, genetic information, disability, age, or any other basis prohibited by law. The Superintendent will develop administrative regulations to implement this policy. The Superintendent designates the Deputy Superintendent to serve as the School District's Compliance Officer to investigate and resolve complaint of illegal harassment discrimination.

Workplace discrimination

In accordance with Section 504 of the Rehabilitation Act of 1973 (Section 504) and Title II of the Americans with Disabilities Act(ADA), the School District will ensure that no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to. The School District does not discriminate in admission or access to, participation in, or treatment of students with disabilities in its programs and activities. Similarly, the School District does not discriminate against any job applicant or employee with a disability in any term or condition of employment or in the recruitment process.