



**LINCOLN UNIFIED**  
Adult School



# **ESL STUDENT HANDBOOK**

2020 W. Swain Rd  
Stockton CA, 95207  
(209) 953-9710

English Version  
revised September 2023

# MISSION



IN THE LINCOLN UNIFIED SCHOOL DISTRICT OUR MISSION IS TO PROVIDE A QUALITY EDUCATION THROUGH SHARED RESPONSIBILITY IN A SAFE SUPPORTIVE ENVIRONMENT FOR ALL STUDENTS TO MEET THE CHALLENGES OF A GLOBAL SOCIETY.



Welcome,

LUSD Adult School offers basic to advanced level English as a Second Language classes for the adult learner. It is a program with open enrollment throughout the year. Designed for adults with a limited understanding of English, interested in developing the language with emphasis in the fundamental concepts (such as vocabulary, grammar, writing, verb tense). The program also focuses on life skills of American culture. The goal of the course is to promote English language competency for personal, social, educational and professional purposes that will enable learners to participate more fully within society as citizens, workers and family members. Additionally, we offer Community Classes on Friday covering subjects of interest to individuals new to the area. Our motivated staff is committed to supporting you in furthering your goals. Feel free to contact us if you have any questions.



# Table of Contents

Admission and Enrollment and Procedures.....	3
Student Learning Outcomes.....	3
Academic Expectations.....	3
Attendance Expectations.....	4
Classroom Expectations.....	4
Restroom Expectations.....	4
Parking.....	5
Technology Use.....	6
Safety and Security.....	6
Drug, Alcohol and Smoking Policies.....	6
Personal Property Disclaimer.....	6
School Calendar.....	7
Non-Discrimination Policy.....	7
Sexual Harassment Policy.....	8

## Admission and Enrollment Procedures:

Lincoln Adult School serves all the community with various classes and services. This includes Free Adult Education classes open to all adults 18 years of age or older. There is open enrollment throughout the year starting in August through May. Enrollment procedures include completion of intake forms, an orientation to our program, and an assessment of basic skills. Once accepted into the program, students are required to attend the 6 hours of their assigned in-person instruction in addition to 4 hours of online Burlington English practice and daily homework. This manual will include rules and information.

## Student Learning Outcomes:

At the end of this course, students successfully completing English for Life and Work

- Demonstrate understanding of correct word order, grammar, and vocabulary encountered at the student participant's level to construct original sentences in guided exercises as measured by the CASAS or other standard tests.
- Recite and improvise dialogue demonstrating major social functions of language with increasing fluency and clear pronunciation.
- Read and respond to short reading selections about everyday social and personal business comprehending expressions and vocabulary encountered in class using academic reading skills specific to student level.
- Write original sentences, short notes, and letters as well as familiar sentences accurately from dictation and complete forms and applications.

## Academic Expectations:

During each class meeting, you must come prepared with materials and have completed homework assignments. The homework in the ESL class will include online practice with Burlington English and short reading and writing assignments as they relate to everyday life skill needs. On a daily basis:

- Come to class prepared with your notebook and pencil
- Turn-in assigned homework
- While in class, practice using the English language to help make connections with the lessons and with classmates
- While at home, practice online the assigned sessions on Burlington English

**Quizzes/Tests:** This class will use a combination of instructor assessment, student performance in level-specific and skill-specific content (reading, writing, listening, and speaking) in the Burlington English online program, and CASAS (Comprehensive Adult Student Assessment Systems) pre and post-tests in the skills of reading and listening.

**Grades:** This class is non-credit, where student level advancement is determined by in-class course content completion, homework assignment reinforcement via online Burlington English program, and quarterly CASAS assessment. All components are considered for students' class completion and advancement to other class levels.

## Attendance Expectations:

Regular and punctual attendance is expected and essential for all students to be successful.

- In order to fully benefit from this English class, attend each class meeting.
- Arrive on time. By arriving late to class, you may miss an activity or a review quiz. Being late is disruptive to the class and unfair to those that arrive on time.
- The entrance opens at 8:30 a.m., 10 a.m., 4 p.m. and 5:30 p.m. each day, if you should arrive late and door is locked, please call teacher.
- Stay for the duration of the class. Please, do not leave the class early, unless you have informed the instructor before class. Please wait until the class is dismissed.
- The English instructor will take student attendance on the computer daily. If you are absent, please contact Griselda Martinez at our Parent and Community Resource Center by phone (209) 953-9710, or email at [gmartinez@lusd.net](mailto:gmartinez@lusd.net).

## Classroom Expectations:

- If you are sick, please stay home. You may also email your instructor, Kathrene Razo, at [krazo@lusd.net](mailto:krazo@lusd.net), so that she can let you know about the class lessons and homework.
- Verify daily health symptoms.
- Please turn off your cell phone and put it away before class begins. Do not text in class.
- Be kind and courteous to your classmates and to your instructor.
- Please show respect to everyone.
- Do not talk or interrupt while the instructor is teaching or fellow classmates are asking questions.
- No food or drinks allowed in the classroom (except water). Gum chewing is not allowed.
- Please do not talk to classmates during a quiz or a test, or look at their papers.
- When you have completed a test, quietly wait for the rest of the class to finish. You can read, finish a homework assignment while you wait.

## Restroom Expectations:

As we share the campus with several other programs, it is important that we maintain a safe and clean environment for all present. When using the restroom, it is important to follow these rules:

- Wash your hands to prevent the spread of virus and infection
- Wipe off the sink for the next user
- Please use water and paper towels conservatively.
- Flush the toilet after use and clean the seat if necessary
- Notify management or replace toilet paper, paper towels, or soap when empty
- Paper towels go in the trash can, not on the floor or in the toilet bowl

## Parking:

Park your car only in designated spaces. When parking in the surrounding neighborhood make sure not to block any homeowners driveways. It is a parking violation for a vehicle owner to stop, park, or leave the vehicle in areas including intersections, crosswalks, within 15 feet of a fire station driveway, or on a curb painted in red. Private property owners can legally call a tow truck operator to have a vehicle on its property hauled away without alerting the vehicle owner or local law enforcement agency. If riding a bike to school, do not ride a bicycle on campus. Keep the bicycles parked only in the assigned locations.

### Technology Use:

The Lincoln Unified School District (LUSD) is pleased to provide access to LUSD technology resources to students who use the equipment responsibly. Prior to being allowed access to these resources students must complete form "Acceptable Use Policy and Computer Use Agreement" as an indication that they have read and understand the agreement. While using LUSD technology resources, students must act in a responsible manner consistent with school, district, and legal guidelines. It is the joint responsibility of Lincoln Adult School personnel and each student to understand his/her responsibilities and to establish expectations when using technology. Any equipment checked out must be registered through the Books and Resources System and checked back in before the end of the school year.

### Safety and Security:

The Lincoln District Adult School campus has a security plan and security personnel. The cooperation and involvement of every member of staff, student body, and all visitors on campus are absolutely necessary to ensure maximum safety and security of individuals and personal belongings. Safety drills will be conducted throughout the year to ensure everyone knows how to conduct themselves during an emergency. Students are expected to cooperate and follow teacher and staff directions. Emergency information is announced in each adult school classroom.

### Drug, Alcohol & Smoking Policies:

Lincoln Unified School District Policy prohibits smoking tobacco products or marijuana on all District campuses. Students are not allowed to smoke on school grounds, parking lots, or in parked vehicles. Smoking or using tobacco products is not allowed within 1000 feet of campus.

### Personal Property Disclaimer:

Lincoln District Adult School is not responsible for any loss or damage of personal property.

## School Year Calendar:

Lincoln District Adult School follows the Lincoln Unified School Districts observed holidays and scheduled days off. There are no ESL sessions during Summer Break.

ESL Registration Begins		August
<b>Holidays / Days Off</b>		
September		Labor Day
October		Fall Break
November		Veteran's Day
November		Thanksgiving Break
December- January		Winter Break
January		Martin Luther King Day
February		Lincoln's Birthday
February		Presidents' Day
March		Non-Work Day
April		Spring Break
May 29		Memorial Day
Last day of ESL Classes		End of May
<b>ESL Adult School Special events for the Year</b>		
September		Meet and Greet Event
October		Multi-Cultural Event
November		Pie Event
December		Winter Event
February		Friendship Day Event
May		Paint & Learn Event
May		End of Year Ceremony
ESL Birthday Celebrations		End of each month

## Lincoln Unified School District Non-Discrimination Policy:

The Lincoln Unified School District is committed to providing a working and learning environment free from discrimination, harassment, intimidation and bullying. The District prohibits unlawful discrimination, harassment, intimidation and bullying based on the actual or perceived characteristics set forth in Penal Code §422.5, Education Code §220 and actual perceived race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; or association with a person or group with one or more of these actual or perceived characteristics, in any program or activity it conducts or to which it provides significant assistance. Discrimination is different treatment on the basis of a protected category in the context of an educational program or activity without a legitimate nondiscriminatory reason and interferes with or limits the individual's ability to participate in or benefit from the services, activities, or privileges provided by the District. Harassment occurs when: (1) the target is subjected to unwelcome conduct related to a protected category; (2) the harassment is both subjectively offensive to the target and would be offensive to a reasonable person of the same age and characteristics under the same circumstances; and (3) the harassment is sufficiently severe, pervasive, or persistent so as to interfere with or limit an individual's ability to participate in or benefit from the services, activities, or opportunities offered by the District. Upon witnessing an act of discrimination, harassment, intimidation and/or bullying based on actual or perceived characteristics of a protected category (as enumerated above), school personnel are required to take immediate steps to intervene when it is safe to do so. Once a school or office has notice of discriminatory, harassing, intimidating or bullying conduct, whether carried out by employees, students, or third parties, it should take immediate and appropriate steps to investigate or otherwise determine what occurred and take prompt and effective steps reasonably calculated to end the conduct, eliminate a hostile environment, if one has been created and prevent the conduct from occurring again. These steps should be taken whether or not an individual makes a complaint or asks the school or office to take action. This nondiscrimination policy applies to all acts related to school activity or school attendance within any school or office under the jurisdiction of the Superintendent of the Lincoln Unified School District. For inquiries or complaints related to discrimination, harassment, intimidation and bullying of students based on the actual or perceived characteristics listed above, or for inquiries or complaints related to employee-to employee, student-to-employee, or work/employment related discrimination, harassment, or intimidation, contact your school administrator or the school's Title IX /Bullying.

Complaint Manager: Michele Tatum Associate Superintendent Human Resources LUSD  
2010 W. Swain Road, Stockton CA 95207  
(209) 953-8817  
mtatum@lUSD.net

## Lincoln Unified School District Sexual Harassment Policy:

The Lincoln Unified School District (LUSD) is committed to providing a working and learning environment free from sexual harassment. The District prohibits sexual harassment of or by employees, students, or persons doing business with or for the District on the basis of actual or perceived sex, sexual orientation, gender, gender identity or gender expression. Failure to follow this policy is a violation of state and federal law. Sexual harassment is defined by California Education Code §212.5 as any unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting, under any of the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
- Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- The conduct has the

purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment. • Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution. Upon witnessing an act of discrimination, harassment, intimidation and/or bullying based on actual or perceived characteristics of a protected category (as enumerated above), school personnel are required to take immediate steps to intervene when it is safe to do so. Reporting such conduct to an administrator or Title IX/Bullying Complaint Manager can be an appropriate intervention. Once a school or office has notice of discriminatory, harassing, intimidating or bullying conduct, whether carried out by employees, students, or third parties, it should take immediate and appropriate steps to investigate or otherwise determine what occurred. School personnel are to take prompt and effective steps reasonably calculated to end the conduct, eliminate a hostile environment, if one has been created, and prevent the conduct from occurring again. These steps should be taken whether or not an individual makes a complaint or asks the school or office to take action. This policy applies to all acts related to school activity or school attendance within any school or office under the jurisdiction of the Superintendent of the Lincoln Unified School District. Any student or employee of the District who believes that she or he has been a victim of sexual harassment should bring the problem to the attention of the school-site administrator or the school's Title IX/Bullying Complaint Manager so that appropriate action may be taken to resolve the problem. The District prohibits retaliatory behavior against anyone who files a sexual harassment complaint or any participant in the complaint investigation process. Complaints must be promptly investigated in a way that respects the privacy of the parties concerned. For inquiries about District policies and procedures related to sexual harassment, including how to file a sexual harassment complaint contact:

Michele Tatum  
Associate Superintendent Human of Resources  
Lincoln Unified School District  
2010 W. Swain Road, Stockton CA 95207  
(209) 953-8817  
[mtatum@lusd.net](mailto:mtatum@lusd.net)

For inquiries or complaints related to employee-to-employee, student-to-employee, or work/employment related discrimination or harassment, contact:

Michele Tatum  
Associate Superintendent Human of Resources  
Lincoln Unified School District  
2010 W. Swain Road, Stockton CA 95207  
209) 953-8817  
[mtatum@lusd.net](mailto:mtatum@lusd.net)