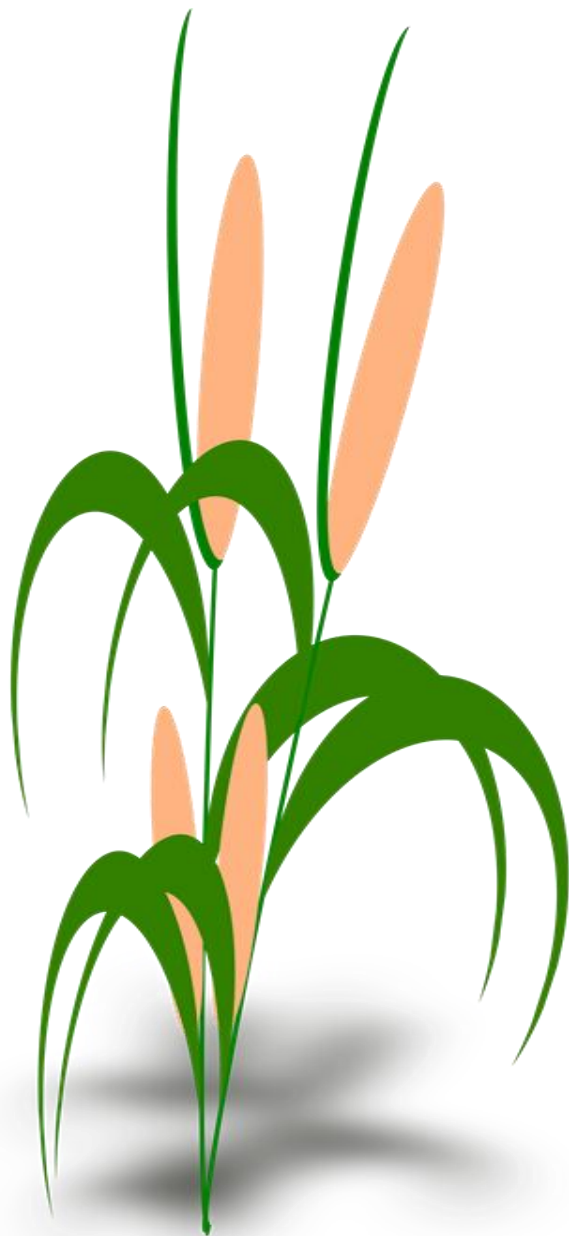


Denton Independent School District Adult Education and Literacy Program Orientation Manual



Adult Basic Education (ABE)
High School Equivalency (HSE)
English Language Acquisition (ELA)
English as a Second Language (ESL)

Denton Independent School District
Adult Education and Literacy (AEL) Department
815 Cross Timber Street
Denton, Texas 76205
aelcontact@dentonisd.org

Denton ISD Adult Education and Literacy

Welcome to the 2019-2020 academic year at Denton ISD Adult Education and Literacy (DISD AEL). This promises to be an exciting year in your educational journey. We are pleased to be a part of your journey.

Adult Education serves a critical role in the development of a well-educated and highly skilled workforce. We help adults prepare for further academic success, develop skills leading to employment, and increased self-sufficiency.

In response to regional workforce needs, and in alignment with the Workforce Development Plan of the North Central Texas Council of Governments, we provide adult learners with quality programs and services designed to acquire and develop the literacy skills needed to achieve their potential as family members, productive workers, and responsible citizens.



Adult Learning Theory

Adults

- **bring knowledge, skills, attitudes**
- **bring experience**
- **like to solve problems**
- **like to apply what they learn to real situations**
- **like to have choices**
- **like to share in the setting learning objectives**
- **have variety of learning styles/preferences**
- **do best in an environment where they feel safe, accepted, and respected**
- **want and need feedback**
- **need to have their abilities and achievements honored**

Students are encouraged to contact the DISD AEL administrative office with any questions, comments or concerns. The contact information is provided on the cover pages of this manual.

Which Path Should I Take?

ESL IET CERTIFICATION COLLEGE-BOUND

DISD AEL offers programs, often in partnership with other agencies and providers, to students seeking higher education opportunities and/or entry into high-demand occupation certification programs. These opportunities are provided and paid through grants.

Students may be required to participate in the four-week Transitions class designed to identify the specific Individualized Education Training (IET) they want to pursue, determine the grant the student may qualify for, register for the program of their choice, and prepare for college-level work.

Instructors will guide students as they identify individual educational goals and develop the steps necessary to achieve those goals. Students participating in any of these programs will continue to receive instruction in their basic literacy skills along with instruction specific to the IET selected.



DISD AEL staff will assist all students in establishing and updating their SMART goals to guide their choices as they continue their educational journey. The AEL instructors will develop classroom curriculum based on students' needs and interests.

Overview of the DISD Adult Education and Literacy Program

Students enrolled in the DISD AEL program are motivated to improve their literacy skills and improve their English language skills. Students may enroll in one of the following classes:

- English as a Second Language (ESL) classes;
- High School Equivalency (HSE) classes;
- Career Pathways (CPW) classes;
- Integrated Education and Training (IET) modules;

All classes are offered on a year-round schedule. Start/End dates, times, and locations will be at different times. Students are expected to attend all scheduled classes. Excessive absences will not be excused.

- Students are responsible for their own learning.
- Students commit to attend 12 hours or more of instruction.
- Baseline evaluations will be used to determine each student's individual skill level for class assignment.
- Students will be assigned to class based on their baseline entry scores.
- Progress evaluations will be administered as student meets attendance milestones (ESL-following 60 hours of instruction; HSE-following 40 hours of instruction).
- Students showing a Measurable Skills Gain (MSG) will be moved to the next appropriate level class.
- Educational goals will be reviewed after 40 or 60 hours, coinciding with progress evaluations.
- Instructors will assist students to identify their individual goals (educational, financial, medical, etc.)
- Instructors will work with student to develop individual learning plans.
- Instructors will provide instruction designed to guide students toward achieving the necessary skills for success.
- Accommodations will be made for students who self-identify special learning needs when possible.

Policies and Procedures

Attendance

Students are expected to:

- Commit to attend a minimum of 60 hours of instruction in ESL classes; 40 hours of instruction in HSE classes.
- Commit to attend class each week as schedules; five hours minimum for two days of instruction.
- Students will be removed from the class if they have three absences.
- Sign the attendance roster for self only – do not sign the roster for any other person.
- Notify the instructor to report absences in the method required by the instructor (call, text, email).

Dress Policy

- All clothing must fit appropriately in size and length.
- Sagging pants, bare midriffs, visible undergarments, revealing clothing, sleepwear, house shoes, bandanas, do-rags or headgear (exception for religious requirements) are not allowed.
- Clothing must be free from holes, tears, cuts, offensive language, picture, emblems, and advertising of alcohol or tobacco.

General Class Policies

- Respect instructor, staff, classmates, and property, including books, desks, tables, equipment, etc.
- Be prepared for class. Bring your supplies: pen/pencil, paper, books, etc.
- Guests/children are not allowed in AEL classes.
- Use of electronic devices in classes must be pre-approved by the instructor.
- Silence all electronic devices during class.
- No texting, phone calls, or using social media during class.
- Smoking, vaping, consuming alcohol, or use of illegal substances at any AEL site is prohibited.
- Advertising, selling, or soliciting any product or service in class is prohibited.
- Be aware of your surroundings-take caution to protect yourself when arriving or departing any AEL site.
- See your instructor about site policy on food and/or drink in the classroom.

ROAD MAP TO SUCCESS

