

ESL Handbook



POLYTECH Adult Education
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Staff

Betsy Jones	Director, Adult Education
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Tara Swearington	ESL Beginning Instructor
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Jennifer Whitesell	ESL Beginning Instructor
Kevin Joseph	ESL Beginning Instructor
Cecilia Robinson	ESL Beginning Instructor
Jennifer Whitesell	ESL Intermediate Instructor
Olinda Coverdale	ESL Intermediate Instructor
Beth Scott	ESL Intermediate Instructor
Kellie Palumbo-White	ESL Low Beginning Instructor

Eligibility

If English is not your first language, and you want a job, better job, enter a training program, college or obtain your high school diploma or GED®, enroll in ESL classes.

Description of English as a Second Language (ESL) Course

In this course students learn to speak, read, write and understand English. Students will improve computer skills, .

Location of Courses

Lulu Ross Elementary
310 Lovers Lane, Milford
Monday & Wednesday, 6:00-8:30 p.m.

South Dover Elementary
955 South State St. Dover
Tuesday & Thursday, 6:00-8:30 p.m.

South Dover Elementary
955 South State St.
Dover, DE. 19901
Tuesday & Thursday, 6:00-8:30 p.m.

Wyoming United Methodist Church
216 Wyoming Mill Road
Dover, DE 19904
Monday & Wednesday, 9:00 a.m. – 12:00 p.m.

Allen Frear Elementary School
238 Sorghum Mill Rd.
Camden, DE 19901
Tuesday & Thursday , 6:00 – 8:30 p.m.

Perdue Farms, Inc.*
255 N. Rehoboth Blvd.
Milford, DE. 19963
Tuesday & Thursday, 1:00 – 3:15 p.m.
Available to approved Perdue employees only



Family Literacy Program

While attending the ESL Class, parents can bring their children to the **Free** Family Literacy Program.

Family Literacy Program

Preschool aged children are taught readiness skills to prepare for kindergarten. School aged children are tutored and/ or provided with homework help. The program is designed to prevent reading difficulties in school.



Requirements for Family Literacy Program

All families who bring children must:

- Go to the library each month and provide a book receipt.

- Provide a copy of their child's immunization record or report card.
- Read 15 minutes each day.
- Complete an activity with their child at the beginning of class.
- Complete an assigned activity at home and return it to class.

Sites offering Family Literacy

- South Dover Elementary School
- Lulu Ross Elementary
- Allen Frear Elementary School

****Children must be between the ages of 2 – 12 years old.****

General Procedures

Promptness

Be on time for class.

Absences

- Please try **not** to miss class.
- If you need to miss class, please **speak to your teacher**.
- Missing more than 3 classes in a row **without** speaking with your teacher will result in being dropped from class.

School Closing Due to Weather

School cancellations due to weather or emergencies will be announced on the following radio and TV stations:

WBOC Cool 101.3
WMDT Eagle 97.7
92.9 Tom-FM
94.7 WDSB

If you attend class at:

South Dover Elementary, look or listen for **Capital School District closed**.

POLYTECH Adult Education, look or listen for **Polytech School District Closed**. If you attend Milford Reformation Lutheran Church or Lincoln Methodist church, look or listen for **Milford School District Closed**. If you attend at Wyoming Church, look or listen for **Caesar Rodney School District Closed**. You can also check www.polytechworks.com

Textbooks

Each student will be given a textbook and workbook to use during class. Materials will be provided for students using the computer lab.

Process for Placing Students in Class

Each student will be:

- Given the BEST Plus 2.0 computerized oral test.
- Placed in class at the level the pre-test score indicates.

Description of Placement Levels

Based on a score from the BEST Plus 2.0 oral test, students are placed at one of the following levels:

		Best Plus Test Score
Beginning ESL Literacy	0 -1	88-361
Low Beginning ESL	2	362-427

High Beginning ESL	3	428-452
Low Intermediate	4	453-484
High Intermediate	5	485-524
Advanced ESL	6	525-564
Transition to ABE	7	565 and higher

Measuring Student Progress

Each student is retested after 60 hours of class. All students whose test scores show a level gain are awarded a certificate.

Every student needs a post test. If you know you are unable to continue coming to class PLEASE tell your teacher.

Student Progress Plan

Each student will complete a Progress Plan and a Goals Sheet when they enroll in the course. This will help identify student goals and help us work together to achieve them.

Employability Skills

All ESL classes will teach employability skills, completing job applications, interviewing techniques and computer literacy skills.

Citizenship Skills

All ESL students receive instruction on citizenship. At the end of the course students may voluntarily take a Citizenship Skills test. Students who answer 16 of 20 questions correctly will receive a certificate of citizenship skills. We offer a class at the Allen Frear location dedicated to the citizenship process.

Next Steps

Student's goal sheets will be used to guide training, employment or earning a credential. Students who have completed all levels of the ESL program will be tested for Adult Basic Education (ABE) classes. ABE classes help students improve their reading, writing, and math skills. ABE classes also help students prepare for high school diplomas or GED classes.