



WAYNE TOWNSHIP ADULT
EDUCATION

Student Handbook

Mission Statement

Wayne Township Adult Education's mission is to serve the needs of the community by providing lifelong learning opportunities, empowering students to learn English, learning steps for citizenship, providing pathways to high school equivalency, and career training/certification, all with the support of passionate, optimistic, and talented adult education professionals and volunteers, and in a school culture where everybody belongs.

GENERAL INFORMATION:

Wayne Adult Education Office Ben Davis University

Door 2 ONLY

1155 South High School Road Indianapolis, Indiana 46241

Phone: 317-988-7975

Website: [Adulted.info](http://adulted.info)

Office Hours:

Monday- Thursday: 8:00AM. - 6:30PM.

Friday: 8:00AM- 12:00PM

For offsite location information, please visit adulted.info/start

Welcome from the Coordinator

Welcome to Wayne Township Adult Education (WTAE). We provide classes to learn English, learn the process to become a citizen, earn a high school equivalency diploma, and access better jobs through scholarships that cover the cost of career training. As you can see, our students come to us with a wide variety of goals. While we are a large school, enrolling over 1,800 students per year, each student has an individualized plan, custom-designed to his/her needs.

When you enroll, you will meet a team of talented teachers, life coaches, and staff who are eager to help you achieve your goals. I want to introduce a few key leaders on our team:

- Lollie Lebario, ELL Supervisor,
- Maeve Warrick, HSESupervisor
- Yvette McLaren-Roberts, Career Training Supervisor
- Mark Ellis, Employer Supervisor
- Sallie Litton, Hendricks and Morgan Lead
- Anne Toliver-Pratt, Avon Lead
- Laura Gajderowicz, Lead Life Coach
- Cheryl McCormack, Lead Registration
- Christine Gall, Data Analyst

As you become a WTAE student, your dreams are our most important work and our teachers are passionate about helping you grow. I also wanted to share, our district - the MSD of Wayne Township is responsible for the beautiful facilities and the leadership to host this valuable Program.

On behalf of this team, we look forward to welcoming you to our school, a place where life takes flight.

Best,

Christy McIntyre-Gray
Program Coordinator

Program Offerings

English Language Learning (ELL)

This program is for non-native English Language Learners (ELL). These free classes help students to speak, listen, read, and write in English. Students need to make an appointment for registration and orientation, which includes a placement test to determine reading competency. Students are tested regularly to determine progress. When a student earns a score of six on the level 4 test, the student will move into High School Equivalency classes.

High School Equivalency (HSE)

This program is for students who want to improve basic skills and/or prepare to take the high school equivalency test. These free classes help to improve reading, writing, and math. Students need to make an appointment for registration and orientation, which includes a placement test to determine their reading, math, and language levels. Based on test scores, students are placed into a class. Every student will create an Adult Learning Plan. Students are tested regularly to determine progress.

Career Training (CT)

This program is for students who want to earn certification and advance into careers. Students interested in Career Training must access these opportunities by going to **adulted.info/career** to either make an appointment for registration for an open class or to get on a waiting list for an upcoming class. When the student makes an appointment, he/she will attend an orientation to learn about the scholarship eligibility process, which includes completing a scholarship packet, taking a placement test to determine score eligibility, and participating in a scholarship interview. In accordance with DWD regulations, students must also have the legal right to work in the US in order to be eligible for scholarship funding. After students complete those eligibility requirements, a scholarship committee will determine scholarship awards and inform all students who participated whether or not they are accepted into career training classes. Test scores are valid for one year so those not chosen for a particular round of career training can be eligible to try for the next one. Career certification programs are competitive and based on merit. See the list of all current career training opportunities on our website at adulted.info and clinic on CAREER TRAINING.

HSE Boot Camp

This is an intensive three-day workshop for HSE Boot Camp programs or a four-day workshop for afternoon and evening HSE Boot Camp programs. Students must first register for Boot Camp by going to adulted.info/start During this Boot Camp, students will review for the first half of the workshop and then take the High School Equivalency test over the same

material. The same procedure will be done for the second half of the boot camp increasing a student's chance of success. Best of all, students who participate in HSE Boot Camp get the \$115 cost of the high school equivalency test covered by our scholarship! Only students who score an M3 in Math and Language and an M4/D3 in Reading are eligible to participate in HSE Boot Camp. Those who do not qualify may enroll in classes and/or reapply for a future HSE Boot Camp. For dates, times, and locations, visit our website: adulted.info

Registration and Orientation

Every student who wishes to enroll with us for any of our programs MUST first attend our orientation and take a placement test. To sign up for any of our classes, go to adulted.info/start and click on GET STARTED for the program you wish to participate.

For registration questions in Marion County, call (317) 988-7975.

For registration questions in Hendricks/Morgan Counties, call 317-852-3167 (extension 130)

Attendance Policy

AM Classes	
9:15 AM - 10:30 AM	Students will have to wait for a Life Coach to take them to class. *Teachers may give a permanent pass to class if they are satisfied the student has a legitimate reason for regular tardiness.
After 10:30 AM	Students WILL NOT be allowed to attend their class.
During Class Time	Students going beyond the doors with "stop" signs, WILL NOT be allowed to re-enter without a pass from their teacher.

PM Classes	
5:45 PM - 7:00 PM	Students will have to wait for a Life Coach to take them to class. *Teachers may give a permanent pass to class if they are satisfied the student has a legitimate reason for regular tardiness.
After 7:00 PM	Students WILL NOT be allowed to attend their class.
During Class Time	Students going beyond the doors with "stop" signs, WILL NOT be allowed to re-enter without a pass from their teacher.

WAYNE TOWNSHIP ADULT EDUCATION STANDARDS OF CONDUCT AND RESPONSIBILITY

Wayne Township Adult Education has wonderful students who are dedicated, professional, and determined to attain their goals. Students are focused and engaged in the classroom. As we welcome you to our school, we look forward to seeing these positive traits exhibited by

you. Past students have successfully paved the way for your free education, and your successes will do the same for future students. By registering for adult education classes, you are agreeing to the following Standards of Conduct and Responsibility.

Students present themselves professionally for a school or business environment. Clothing should be appropriate for school settings. Modesty is required. The following are not permitted: excessively short shorts, short dresses, short skirts, revealing blouses, caps, hats, sunglasses, hoods, or clothing promoting gangs, drugs, profanity, alcohol, sexual themes, illegal activity, or violent designs.

- Students are responsible for accomplishing a measurable skills gain by post testing regularly after instruction. Students should take an active part in planning, learning and tracking their progress.
- Visitors or children are not allowed in the classroom. Students should be focused on learning.
- Students are expected to have a 90% attendance rate. This requires intentional planning for personal appointments, day care, and back up transportation.
- Students are expected to be in class on time and remain for the entire session. Accommodations for work or special circumstances may be permitted upon consultation with your teacher.
- Students must always sign in upon arrival and sign out when ready to leave. For building security, students must stay within the classrooms. Students will not remain after class, unless it is part of a planned activity.
- Students are expected to share accomplishments such as employment, new employment, starting college or training, or work promotions. Please also notify your teacher if your name, address, contact information, e-mail address, employment, or job status changes.
- Students exhibit respect to staff, teachers, and fellow students. Profane language will not be tolerated.
- Students must not write in classroom books or take materials out of the classroom without permission. Please ask your instructor if you need clarification.

Attendance and Tardiness

While promptness to school AND class is very important to your success, we encourage all students to stay home if they are not feeling well. Please contact your teacher when you are going to be absent or tardy. If you are absent you are responsible for completing distance learning or joining the class virtually through zoom classes. Excessive and unnecessary absences may lead to your dismissal from our program. If you need documentation of your attendance, please talk to your teacher about obtaining the correct form to submit this request, and please allow at least 48 hours for processing.

Cell Phones

Please silence your cell phones. Phone calls may be taken in the classroom during break.

Classroom Breaks

For staff and student safety, all breaks will be taken in the location and time designated by the teacher.

Computer Use Policy

Use of computers is limited to Wayne Township Adult Education staff and students. Acceptable use of computer systems and networks include study, research, teaching, and other related educational activities only.

Distance Learning

Your goals cannot be reached without putting in some work outside of your scheduled class times. All students are expected to participate in distance learning. Distance learning can include completing written homework or practicing with any of our provided software programs. Links to our most frequently used programs for HSE (Essential Ed) and ELL (Burlington English) are located at. Below is a list of some other great distance learning opportunities to supplement your learning outside of the classroom:

ELL	HSE
Burlington English	Essential Education
USALearns	HiSET Portal

Drugs and Alcohol

Being under the influence of, or in the possession of, alcohol, drugs, or other controlled or illegal substances is not allowed at any WTAW site (including parking lots and grounds)

Social Media

If you use Facebook, search for Wayne Township Adult Education and like us! You can also follow us on Instagram: @waynetownshipadulted. Doing this will allow you to find program updates and links to other useful sites. When you see our program offerings on social media, feel free to tag anyone you know who could benefit from our programs.

Fire and Tornado Drills

Fire Tornado drills are conducted twice yearly for student safety. All students and staff are required to participate.

Firearms and Weapons

Weapons, firearms, knives, or fireworks are prohibited at any Wayne Township Adult Education site (including parking lots and grounds)

Food and Drink

Food and drink are allowed in the classrooms, but please do not have food or drink in the computers. The school district does not allow homemade food to be shared. All celebration foods must be packaged.

Follow-up Survey

Your journey with Adult Education begins at enrollment and continues for a year after you finish. The state of Indiana has invested in your education and requires adult education staff to follow up with you. This follow up increases our funding. By sharing your accomplishments, future students will benefit.

Life Coaches

Life Coaches are on staff to provide you with information on community resources, college and careers. They can also provide information to help you be more successful in our program.

No-Show to Class

Registered students who do not attend class may be dropped from the program on the third class meeting day. If the same student re-enrolls within six months from the first occurrence and again does not attend class, the student will not be allowed to re-enroll for 12 months.

Parking

Vehicles should be locked when unoccupied and valuables should not be left in plain sight. Please do not park in the reserved parking spaces, in any fire lanes, in any grass surface, or in any unmarked areas.

Severe Weather

In the event of bad weather (snow, ice, excessive fog, and/or excessively cold temperatures}, please watch Indianapolis local television stations, or visit the websites of stations WTTV 4 (cbs4indy.com), WRTV 6 (theindychannel.com), WISH 8 (wishtv.com), and WTHR 13 (wthr.com) for delays and closings. All classes will follow the closing of the respective school district of their building locations. Please consult the list below to determine which school corporation your program follows for cancellations.

As you watch for your respective school corporation, please note:

- Only our superintendent
- If the schools CLOSE, all morning and evening Adult Ed classes are canceled.
- If the schools are DELAYED, Adult Ed classes will meet at regular times.
- If schools CANCEL EVENING AND AFTER SCHOOL ACTIVITIES, evening Adult Ed classes are also canceled.

Each site location will follow:

- Area 31 Career Center Classes - M.S.D. of Wayne Township Schools
- Avon North Middle School Classes - Avon Community School Corporation
- Ben Davis University - M.S.D. of Wayne Township Schools
- Brownsburg Public Library Classes - Brownsburg Public Library and/or Brownsburg Schools
- Clarence Farrington School 61 Classes - Indianapolis Public School
- Mooresville High School Classes - Mooresville Community School Corporation
- MADE @ Plainfield Classes - Ivy Tech Community College @ MADE
- John Knox Presbyterian Church Classes - John Knox Presbyterian Church and/or Speedway Schools

Sexual Harassment and Bullying

Wayne Adult Education provides a safe and positive learning environment where bullying and sexual harassment are not tolerated. If you feel uncomfortable in any situation, report the incident to any staff member immediately. The issues will be addressed by the Coordinator and Supervisor.

Smoking and Tobacco

Smoking, tobacco products, or use of electronic cigarettes is not permitted at any Wayne Township Adult Education site (including parking lots and grounds).

Student Transfers

Students wishing to transfer to a different teacher, class, or site must notify their current teacher. Your teacher will notify the appropriate supervisor of the request, and if space is available, the supervisor will approve the request if it is reasonable. Students may be asked to complete a post test before a transfer is approved.

Valuable Items

Students are responsible for their personal property. The school assumes no liability for loss or damages.

Withdrawing from Class

Students needing to withdraw must contact his/her teacher as soon as possible so that a post-test can be given before leaving the program.

Other policies of the MSD of Wayne Township

<https://district.wayne.k12.in.us/m-s-d-wayne-township-school-board/school-board-policies/>

Acronyms and Definitions

ABE	Adult Basic Education	ABE addresses adults' educational needs, instruction concentrates on academic and life skills.
ALP	Adult Learning Plan	A plan based on student's scores (designed to improve skill development)
ELL	English Language Learning	ELL (previously ESL or ELA) teaches communication skills and cultural competencies, which enhance the ability to speak, listen, read and write in English.
EL	English Learner	A student who is in an ELL class to improve/learn English
IET	Integrated Education and Training	A program/class that includes adult education and literacy, workforce preparation, and workforce training. IET's offered by Wayne Adult Ed include Microsoft Office, Parapro and CCMA .
HSE	High School Equivalency	A program that allows adult students to obtain supplementary knowledge to get a degree that is equal to that of a high school diploma
HSED	High School Equivalency Diploma	The HSED (High School Equivalency Diploma) is an alternative for earning a high school diploma. Your HSE Diploma can be earned after completing a test based on five subject areas (math, reading, writing, science and social studies). The skills you are taught and eventually tested on are at the same level as those of graduating high school seniors.
OOR	Out of Range	A test that is invalid and will require retesting in that subject
TABE	Tests of Adult Basic Education	A test used to determine a student's education level for HSE
TABE Clas-E	Tests of Adult Basic Education	A test used to determine a student's level for ELL
TOEFL	Test of English as a Foreign Language	The TOEFL test is the most widely respected English-language test in the world. It is recognized by more than 10,000 colleges and universities.
WTAE	Wayne Township Adult Education	Wayne Township Adult Education program includes programs at Ben Davis University, Brownsburg Library, Community Caring and Sharing, John Knox Presbyterian Church, Mooresville Ivy Tech, and IPS School #61
WorkIN	Work Indiana	WorkIN offers certification scholarship programs in more than 30 careers including manufacturing, business administration and support, construction, health care, hospitality, information technology and logistics.

