

WAYNE TOWNSHIP ADULT  
EDUCATION

Student Handbook

## **Mission Statement**

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

### **GENERAL INFORMATION:**

#### **Main Campus:**

Wayne Adult Education Ben Davis University, Door #2

1155 South High School Road Indianapolis, Indiana 46241

Phone: 317-988-7975

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

Office Hours:

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

Friday: 8:00 AM- 12:00 PM













### **FOR OTHER CAMPUS INFORMATION OR MORE STUDENT SERVICE, PLEASE VISIT:**

- For Carrer Training: <https://adulted.info/career-training-options/>
- For English Learners: <https://adulted.info/ell-2/>
- For HSE <https://adulted.info/hse/>
- For Student Services: <https://adulted.info/student-services/>

## 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 various goals. While we are a large school, enrolling over 1,900 students per year, each student has an individualized plan custom-designed to his/her needs. Our school is a place where everyone belongs.

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:

 <p style="text-align: center;">Christy McIntyre-Gray Coordinator</p>	 <p style="text-align: center;">Eulalia Gomez-Lebario ELL Supervisor</p>	 <p style="text-align: center;">Maeve Warrick HSE Supervisor</p>	 <p style="text-align: center;">Yvette McLaren- Roberts CT Supervisor</p>
 <p style="text-align: center;">Laura Gajderowicz Lead Coach</p>	 <p style="text-align: center;">Cheryl McCormack Data and Registration Lead</p>	 <p style="text-align: center;">Christine Gall Office Lead and Lynhurst Lead</p>	 <p style="text-align: center;">April Rosner HSED Testing  Not Pictured Ellen Jose</p>
 <p style="text-align: center;">Sallie Litton Brownsburg &amp;</p>	 <p style="text-align: center;">Anne Toliver Pratt Avon Lead and Fiscal</p>	 <p style="text-align: center;">Tilden Brown John Knox &amp; Matchbook Lead</p>	 <p style="text-align: center;">Dan Jones Made Lead</p>

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. We are also thankful for the City of Indianapolis, Department of Workforce Development, Vincennes University, Ivy Tech Community Foundation, and private donors for their investments in your classes.

On behalf of our staff, we look forward to welcoming you to our school, a place where life truly takes flight. It's an honor to be a part of your educational journey.

Best,

Christy McIntyre-Gray, MSW  
Coordinator

## **Program Offerings**

### **[English Language Learning \(ELL\)](#)**

This program is for non-native English Language Learners (ELL). These free classes help students to listen, speak, 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 test score of NRS 5 - 550 or above, the student will move into High School Equivalency classes.

### **[Citizenship Classes](#)**

At our school, we are also dedicated to advancing our students from a visa status to legal residency and, eventually, if you decide, full citizenship. We offer classes to help educate and prepare our students for naturalization. Indiana has wonderful tuition scholarships for college students, and your kids may qualify for the Twenty-First Scholarship. It's important to have legal residency to be able to enjoy this benefit. The journey can take 5 years to achieve that status. Our Wayne Township Adult Education staff are working to become a US Department of Justice (USDOJ) Representative Authority. We are in a discovery process to find ways to better serve you and help you with these important milestone events. It's also

important to know, we have \$9,000 for this school year to help with citizenship N400 files. If you are interested, please sign up for classes today. Carla Dugan teaches these classes. To learn more, visit [adulted.info/citizenship](http://adulted.info/citizenship).

### [Digital Literacy](#)

In the 2023-2024 school year, our Student Ambassadors asked for more digital literacy preparation opportunities. Emily Barlow, WTAE Teacher, has prepared a class that will help you master the Google Suite and provide practical job application skills. This class is wonderful for a student who wants to build keyboarding skills, basic understanding of Google Sheets, basic understanding of Google Docs, and even a chance to present through Google Slides. Students in this class will have the tools needed to apply for jobs and entry into career training programs. <https://adulted.info/digital-skills/>

### [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](http://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](http://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](https://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 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: <https://adulted.info/bootcamp/>

## **Registration and Orientation**

Every student wishing to enroll with us for any of our programs MUST attend our orientation and take a placement test. To sign up for any of our classes, go to [adulted.info/start](https://adulted.info/start) and click on GET STARTED for the program you wish to participate in.

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

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

## **Student Ambassadors**

At WTAE, our students are frequently involved in leadership opportunities. We have a Student Ambassador Council that meets on the second Tuesday of the month from 5:00 - 6:30 PM at Ben Davis University in the Cafeteria from August through May. These Student Ambassadors are involved in helping with student orientations, staffing booths at community events, advocating for legislation, and providing suggestions for school improvements. The first Saturday in January, our volunteers will have a chance to earn a national certificate through the Coalition for Adult Basic Education (COABE). This certificate can be used on your resume to demonstrate your leadership skills. This is a wonderful opportunity to get involved, build new friendships, and positively impact the community. Last year, our Student Ambassadors were involved in passing the largest legislative increase in funding for adult education since its inception. Any student who has been involved in 6 hours of leadership activities is eligible to wear a purple cord at graduation.

## **Student Delegates**

Our Career Training Students are offered a professional leadership series starting week 4 and concluding on week 13. These students will have an opportunity to build their confidence through leadership development activities. Any student who has been involved in 6 hours of leadership activities is eligible to wear a purple cord at graduation.

## **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 school or business environments. 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 measurable skills gain (MSG) 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, vacations, daycare, 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.
- Students should notify their teacher if their name, address, contact information, e-mail address, employment, or job status changes.

- Students exhibit respect for 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.

- **Attendance:** If you are absent, you are responsible for completing distance learning. Excessive and Unnecessary absences may lead to your dismissal from our program. If you need documentation of your attendance, please talk to your teacher/life coach about obtaining the correct form to submit this request, and please allow at least 48 hours for processing.
- **Tardies:** You will be asked to sign in at the reception desk if you are more than 30 minutes late to class. If you have a preplanned legitimate reason for being tardy, please contact your life coach to obtain a Fast Pass to allow you to enter class without signing in. Students who are habitually late will be required to meet with a life coach and investigate ways to prevent chronic tardiness.

<b>AM Classes</b>	
9:15 AM - 10:30 AM	<ul style="list-style-type: none"> <li>● Students must wait for a Life Coach to take them to class.</li> <li>● *Teachers may give a permanent pass to the class if they are satisfied the student has a legitimate reason for regular tardiness.</li> </ul>
After 10:30 AM	<ul style="list-style-type: none"> <li>● Students WILL NOT be allowed to attend their class.</li> </ul>
During Class Time	<ul style="list-style-type: none"> <li>● Students going beyond the doors with "stop" signs, WILL NOT be allowed to re-enter without a pass from their teacher.</li> </ul>
<b>PM Classes</b>	
5:45 PM - 7:00 PM	<ul style="list-style-type: none"> <li>● Students must wait for a Life Coach to take them to class.</li> <li>● *Teachers may give a permanent pass to the class if they are satisfied the student has a legitimate reason for regular tardiness.</li> </ul>

After 7:00 PM	<ul style="list-style-type: none"> <li>Students WILL NOT be allowed to attend their class.</li> </ul>
During Class Time	<ul style="list-style-type: none"> <li>Students going beyond the doors with "stop" signs WILL NOT be allowed to re-enter without a pass from their teacher.</li> </ul>

**Cell Phones**

Please silence your cell phone and put it away from the desk area. Students should be focused on learning. ***Phone call & texts 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 and/or USA Learns) are located at. Below is a list of some other great distance learning opportunities to supplement your learning outside of the classroom:

ELL	HSE
Class Homework (Matchbook, MADE, John Knox, Lynhurst, BDU, Brownsburg, & Monrovia)	Essential Education
Burlington English (Avon)	GED Portal
Ventures (Matchbook, MADE, John Knox, Lynhurst, BDU, Brownsburg, & Monrovia)	

### **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 WTAE 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: @waynetownshipadulthood. 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, do not have food or drink within the computer area in AE4.

### **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**

**HSE Students:** 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.

### **No-Show to Class or 30 Day Absence for ELL Classes**

**ELL Students:** Registered students who do not attend class on a regular basis may be dropped from the program after the **Second Notice** from the ELL Supervisor.

**Third Notice:** If the same student re-enrolls within six months and again misses 15 Days, 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 ADA parking spaces, in any fire lanes, on 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
- Matchbook Learning at Wendell Phillips 63 - Indianapolis Public School
- Monrovia Middle School - Monroe-Gregg School District
- Mooresville High School Classes - Mooresville Schools
- MADE @ Plainfield Classes - Ivy Tech Community College @ MADE
- John Knox Presbyterian Church Classes - John Knox Presbyterian Church and/or

Speedway Schools

- Lynhurst 7th & 8th Center - M.S.D. of Wayne Township Schools
- Decator School Corporation - Coming Soon
- Danville School Corporation - Coming Soon

### **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)
CT	<a href="#">Career Training</a>	WTAE offers FREE classes that offer access to high wage careers in just 14 weeks. Students typically see a gain of \$8,000+ in income. We have employer partners waiting to hire you.
ELL	English Language Learning	ELL (previously ESL or ELA) teaches communication skills and cultural competencies, which enhance the ability to listen, speak, read and write in English.
EL	English Learner	A student who is in an ELL class to improve/learn English
FAFSA	<a href="#">Free Assistance Federal Student Aid</a>	Before each year of college, apply for federal grants, work-study, and loans with the Free Application for Federal Student Aid (FAFSA®) form. Your college uses your FAFSA data to determine your federal aid eligibility. Many states and colleges use FAFSA data to award their own aid.
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 <b>CCMA</b> .
GED	General Education Development	The test that certified you have the knowledge needed for a high school equivalency diploma.
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.
OR	Out of Range	A test that is invalid and will require retesting in that subject
Pell Grant	<a href="#">Pell Grant</a>	Before each year of college, apply for federal grants, work-study, and loans with the Free Application for Federal Student Aid (FAFSA®) form. Your college uses your FAFSA data to determine your federal aid eligibility. Many states and colleges use FAFSA data to award their own aid.

MSG	Measurable Skills Gain	This means you grew and your testing levels demonstrated your increase in your score.
NLJ	<a href="#">Next Level Jobs</a>	Take advantage of free career training to help advance your education to the next level.
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.
WEI	Workforce Education Initiative	The State funds employer based programs to help with HSE, ELL, or CT classes.
<b>WTAE</b>	Wayne Township Adult Education	Wayne Township Adult Education program includes programs at Area 31 Career Center, Avon North Middle School, Ben Davis University, Brownsburg Library, John Knox Presbyterian Church, MADE at Plainfield, Matchbook Learning, and Mooresville High School,
WorkIN	<a href="#">Work Indiana</a>	WorkIN offers certification scholarship programs in more than 30 careers including manufacturing, business administration and support, construction, health care, hospitality, information technology and logistics.