



# Chippewa Valley Schools Adult & Community Education

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19230 Cass Avenue, Clinton Township, MI 48038  
(586)723-2050

**ESL**

Read,  
Write,  
Speak!

**English**

Work independently using software in our computer lab with support from certified teachers. Must be 20 years of age or older as of 9/1 of current school year.

New ESL Classes enrolling every month! Call 586-723-2050 for more information or visit:

[ChippewaValleySchools.org/  
Departments/Community-Ed](http://ChippewaValleySchools.org/Departments/Community-Ed)

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# Chippewa Valley Schools ESL Adult Education

## *Staff*

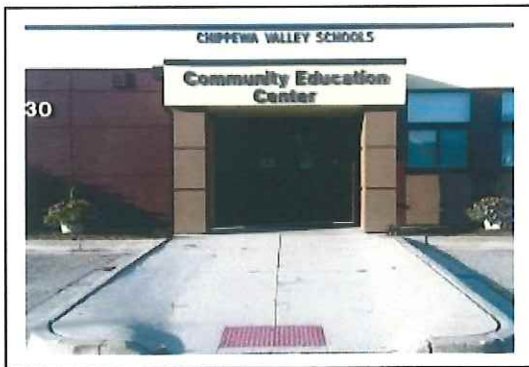
### ESL

**Merita Ceta**

ESL PM Teacher

[mceta@cvs.k12.mi.us](mailto:mceta@cvs.k12.mi.us)

(586)723-2063



### **Chippewa Valley Schools**

Adult & Community Education Center

19120 Cass Avenue

Clinton Township, MI 48038

**OFFICE HOURS:** M-F, 8am-4:30pm

\*Closed for lunch 12noon-1pm

ESL Classes: M-Th, AM(8am-12noon)

PM (5:30pm-9:30pm)

September 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2020						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2020						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2021						
S	M	T	W	T	F	S
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

February 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

March 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

May 2021						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Example

There is no school when the Chippewa Valley School district is closed. Computer Lab Hours: M-Th, 9am-9pm, & F, 9am-2pm

Dates to Remember

Orientation dates are by sign-up only.

Program Parameters

Program start and end dates

Breaks and Holidays

NO SCHOOL – 11/3 (Election Day); 11/25-11/27 (Thanksgiving); 12/21-1/1 (Winter Break); 1/18 (MLK Day); 2/15-2/19 (Mid-Winter Break); 4/2-4/9 (Spring Break); 5/31 (Memorial Day)

Weekends, Fridays & Summer – No Classes held

# Chippewa Valley Schools ESL Adult Education

## Frequently Asked Questions

### **What are the hours?**

Classes are based on the student's pre-determined schedule commitment. Each student for the ESL classes will build their in-class commitment schedule based on hour blocks on specified days.

### **What do you offer?**

Chippewa Valley Schools Adult Education students can select between GED preparation, high school completion/diploma, and English as a Second Language.

### **How old do you have to be to attend?**

You must be 20 years of age or older as of September 1 of the current school year. There are also special cases where people under 20 can participate.

### **What does orientation consist of?**

Every student (new and returning) needs to take part in an orientation session. There are many facets to our program, and we want you to know EVERYTHING that can help you succeed in school, work, and your personal life. It is for that reason it is important you attend an orientation session.

### **When are classes held?**

ESL classes will be done in person and online in our classroom. Additionally, students may be asked to complete some computer work outside of the lab. If for some reason you are unable to do this, you will need to speak with your instructor.

### **What is the cost?**

Chippewa Valley Schools Adult Education is a free service. However, you must first pay a \$40 registration fee. Upon completion of the course (which includes a pre and posttest) and other requirements, the \$40 is refunded, making the class free.

### **Can I receive financial aid?**

There is no charge for classes other than the annual registration fee. You may be eligible for assistance with the registration fee through MiWorks!

### **Can I work from home?**

We do require that you attend in the classroom when available. Your attendance needs to be established and may include additional hours of computer time working from home online. All course exams must be taken on-site; this is a state law.

### **I attended last year; do I need to do entrance paperwork again?**

Yes. Our program year begins July 1<sup>st</sup> and ends June 30<sup>th</sup> of each year and we need new paperwork and assessments for each program year.

# Chippewa Valley Schools ESL Adult Education

## Frequently Asked Questions

### How do I get announcements?

Cancellations follow Chippewa Valley School District. During the start of the 2020-2021 school year, CVS is utilizing Remote Learning. As things change within Michigan and in-person learning is resumed, please use the following information to determine if school will be meeting. Until in-person learning is resumed, please check the with your instructor for school cancellations.

The rule of thumb is if the district is closed, no classes will be held. You can check local news stations, our Facebook and the website, all which will have information. Emergency conditions occurring when school is not in session and which affect school opening or closing will be announced over local radio and TV stations:

1. Television Channels 2, 4, 7
2. Radio Stations: WJR-760 AM or WWJ-950 AM
3. Or call our district's main number at (586)723-2000 for a recording of school closings.

### Are there summer hours?

No. We are not a year-round program, so we do not have summer hours.

### What are the expectations and procedures?

At Chippewa Valley Schools Adult Ed Program our top priority is creating a safe environment focused on learning. We will have a lot of fun along the way, but here are some guidelines we all follow in order to ensure the learning environment is productive for all:

1. **Positive Attitudes:** We pride ourselves in having a positive environment, so please bring your best positive energy when you are in the building and working on schoolwork. Ask for help if you are frustrated!
2. **Being Courteous:** Be courteous and friendly to everyone in the building; we have a lot of different people coming and going on a daily basis.
3. **Exercise Technology Restraint:** Please turn off or silence cell phones. If you need to make a call, please take it outside or in the hallway.
4. **Ask for Help:** If you are struggling, ask for help. All of the staff are willing and able to help you with school or issues interfering with being productive in school.
5. **Academic Honesty:** You are expected to do your own work. If it is discovered that you are not the unique author of your work, you will not get credit for the course you completed.

### What are the classroom procedures?

1. Enter the classroom quietly as there are often many students working or taking exams throughout the day.
2. Computers are available in the classroom. Please help yourself to a station. If you don't know your computer login, ask your instructor.
3. Tests/Assessments – all tests and assessments must be completed **on-site**.

### What is the attendance requirement?

Students will be asked to complete a "Schedule Commitment" at the beginning of the program year. This solidifies your commitment to coming into class based on *your* availability and schedule. On-site hours are required each week with additional hours each week obtained home.

# Chippewa Valley Schools ESL Adult Education

## Frequently Asked Questions

This time is intended to be used to get help from instructors, take tests (all final exams and pre and post testing is required to be done in class) and to get any help from the instructor.

### **What if I cannot make it into class?**

If you know that the in-class minimum will be difficult for you to meet, talk to your instructor as soon as possible. We have temporary barrier reduction programs which can be used temporarily until you can meet the minimum.

If you need to miss a class or an appointment, we ask that you contact your instructor before you miss class or immediately after and make up the missed class time if there is available space. If you have an appointment with the instructor or other staff person and cannot keep your appointment, please give us at least two hours' notice.

Students who regularly communicate with their instructor and communicate their needs are not at risk of being dropped for not meeting the minimum in-class hours; however, if you do not communicate and make a habit of being absent, you may be dropped from the program and be required to re-enroll.

### **How does someone get dropped from the program?**

A student can elect to withdraw from the program at any time; however, we ask that they complete post-tests (which means at least 40 hours of attendance achieved) and complete follow-up.

We will make every effort to contact students who we see are not attending regularly to give them the opportunity to remain in the program. However, students who are inactive and/or do not meet their minimum in class will be notified that they are being dropped from the class unless they start attending, and their deposit will not be refunded.

### **Do you offer help in finding a job?**

Our program can assist you in contacting Michigan Works!. We cannot guarantee employment, but we can help you with preparing for interviewing and applying for employment if you express this to the instructor.

### **What is "follow-up" and why do I have to do it?**

Aside from us wanting to keep in touch with you and see how you are doing, it is also a state requirement for funding. When follow-up time comes, we will need to document your achievements in academics and employment. The follow-up will be done via a conversation with the student's teacher, so please be sure to update us with any change in your contact information.

# ESL Education Student Success Tracking

CASAS Score @ START: Reading \_\_\_\_\_  
 Listening \_\_\_\_\_

COMPLETED SPELLING TESTS					
Week 1	Grade ____	Week 2	Grade ____	Week 3	Grade ____
Week 4	Grade ____	Week 5	Grade ____	Week 6	Grade ____
Week 7	Grade ____	Week 8	Grade ____	Week 9	Grade ____
Week 10	Grade ____	Week 11	Grade ____	Week 12	Grade ____
Week 13	Grade ____	Week 14	Grade ____	Week 15	Grade ____
Week 16	Grade ____	Week 17	Grade ____	Week 18	Grade ____
Week 19	Grade ____	Week 20	Grade ____	Week 21	Grade ____
Week 22	Grade ____	Week 23	Grade ____	Week 24	Grade ____
Week 25	Grade ____	Week 26	Grade ____	Week 27	Grade ____
Week 28	Grade ____	Week 29	Grade ____	Week 30	Grade ____
Week 31	Grade ____	Week 32	Grade ____	Week 33	Grade ____
Week 34	Grade ____	Week 35	Grade ____	Week 36	Grade ____

CASAS Score @ END: Reading \_\_\_\_\_  
 Listening \_\_\_\_\_

## ONLINE ACCESS LOG

BURLINGTON ACCESS	COMPUTER LOGIN INFORMATION
<p><b>Website:</b>  <a href="https://app.burlingtonenglish.com/account/login">https://app.burlingtonenglish.com/account/login</a></p> <p><b>Username:</b> _____</p> <p><b>Password:</b> _____</p>	<p><b>Username:</b> _____</p> <p><b>Password:</b> _____</p>

# Online Note-taking Guide

TITLE OF ACTIVITY

Key Words

Summary of Main Points

Timeline of Key Events





**Accessibility**

The building site is located in the Central part of Macomb County, at 19230 Cass Avenue east of Romeo Plank Road and west of Groesbeck Highway in Clinton Township. There is prominent and highly visible front bldg. entrance and parking. Restrooms, classrooms, building and parking lot are all A.D.A. handicapped accessible.

**Smoking**

Smoking is not allowed on school property by Michigan law. Students or visitors smoking on school property may receive a \$100.00 fine.

**Michigan Works**

It is the responsibility of the Michigan Works! student to give attendance and mileage reports to the teacher to sign as required.

**Attendance Policy**

All students are expected to attend class on a regular basis as scheduled. It is understood that students may have important obligations with their jobs, family and overall lives. Exempted Absences include: medical emergencies, funerals, court appearances, school related business and religious holidays. A student who has more than four unexcused absences will be dropped from class, but will be able to reenroll for the next term. It is the student's responsibility to contact the teacher regarding all absences.

**Student Assessment**

To measure student progress, students will be tested in accordance with state standards and District policy.

**Use of Classroom Telephones**

In case of emergency, students will be allowed to make a phone call. All cell phones are to be turned off or on silent ring during class.

**Student Supplies**

The school will provide all basic supplies needed to complete the required course curriculum. Instructors may recommend additional supplies.

**Drug and Alcohol free School**

In compliance with Federal Drug Free School and Communities Act Amendments, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, and dangerous controlled substance as defined by State statute or substance that could be considered a "look-alike" controlled substance. Any student who violates this policy will be subject to disciplinary action and when required by State law the school will notify law enforcement officials.

**Grievance Procedure**

It is the policy of Chippewa Valley Schools who believes s/he has a valid basis for grievance shall discuss the grievance informally and on a verbal basis the District's Civil Rights Coordinator, Assistant Superintendent of Human Resources, Chippewa Valley Schools Administration, 19120 Cass Avenue, Clinton Township, MI 48038 Phone: 586-723-2090 who shall in turn investigate the complaint and reply with verbal answer to the complainant. S/He may initiate formal procedures according to the following steps: Step 1: A written statement of the grievance signed by the complainant shall be submitted to the District's Civil Rights coordinator within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of the grievance and reply in writing to the complainant within five (5) business days. Step 2: If the complainant wishes to appeal the decision of the District's Civil Rights Coordinator, s/he may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant with ten (10) business days. Step 3: If the complainant remains unsatisfied, s/he may appeal through a signed written statement to the Board of Education within five (5) business days of his/her receipt of the Superintendent's response in step two. In an attempt to resolve the grievance, the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting. Step 4: If at this point the grievance has not been satisfactorily settled, further appeal

may be made to the U.S. Department of Education, Office of Civil Rights, 600 Superior Avenue, Room 750, Cleveland, OH 44114-2611.

#### **Harassment of Students**

Harassment of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents, guests, contractors, vendors and volunteers. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property. Any student that believes s/he has been or is the victim of harassment should immediately report the situation to the Assistant Superintendent of Human Resources, Chippewa Valley Schools Administration, 19120 Cass Avenue, Clinton Township, MI 48038 Phone: 586-723-2090.

#### **Emergency Building Procedures:**

##### **Fire and Tornado/Severe Weather Procedures**

Procedures and directions are posted in each classroom. All students should be aware of exit locations and instructions. In compliance with all safety laws, the fire and tornado drills will be conducted in accordance with State laws.

#### **Student Supplies**

The school will provide all basic supplies needed to complete the required course curriculum. Instructors may recommend additional supplies.

#### **Food and Beverages**

Food and beverages may be consumed in the classroom with permission of the classroom instructor.

#### **Transportation/Parking**

Students are fully responsible for any transportation to and from school. Students will use assigned parking, in the front parking lot at the CEC building.

#### **Emergency Medical Information**

Students must have an Emergency Medical Authorization Form completed and signed, which is available to every student at the time of enrollment. It is important for the student to inform the teacher of any special needs, including medical or dietary concerns.

#### **Individuals with Disabilities**

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. The protection applies to all individuals who have access to the District's program and facilities.

#### **Disorderly Conduct**

It is the purpose of the Board of Education, acting within the intent and letter of the laws of this State, to provide instruction for students at public expense. Any act of any person(s) to interfere with or to thwart that purpose is unlawful or is in violation of Board policy. Therefore, actions by a student(s) to interfere materially or substantially with the operations of the School District by defacing or destroying school property, by rioting, breaking-in, sitting-in, lying-in, smashing-in, or picketing to force students not to cross picket lines are illegal. Students who engage in such activities may be punished to the full extent of the law and Board policies and District administrative guidelines promulgated there under.

#### **Bullying and Other Aggressive Behavior toward Students**

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Aggressive behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse such as bullying and hazing. The Board will not tolerate any gestures, comments, threats, or actions to a student which cause or threaten to cause.

**Emergency/ Inclement Weather Closings**

Emergency conditions occurring when school is not in session and which affect school opening or closing will be announced over local radio and TV stations:

1. Television Channels 2, 4, 7
2. Radio Stations: WJR – 760 AM or WWJ – 950 AM
3. Or call our main number at (586) 723-2000 for recording of school closings.