

## Adult ESOL Program in Collier County Public Schools

### Student Orientation

Welcome to our ESOL Program at. The purpose of this orientation is to get you acquainted with the English Program we provide. I will explain the registration process, expectation, and give you a tour of the building to help you feel more comfortable.

Our English Program is for adults who would like to learn and improve their ability to read, speak and write English. It is a free program that is open to adults from any country. Our class levels 1-7 meet Monday through Thursday from 6 p.m. to 8:30 p.m. During class time your teacher will speak only in English but will teach in a way that you will comprehend your new language and build on your native language skills. You are also expected to speak in English as much as possible during class.

During the registration process your speaking, reading, and listening skills will be evaluated. There is **no pass or fail** for these evaluations. I want to repeat that **you cannot fail** these evaluations. It is only to help us find the appropriate class level for you. We want to ensure that you will be successful in learning English. If you start in the right level it will be easier for you to improve upon your skills. You will remain in the same level for at least one session.

At some point during the session, there will be an assessment to determine if you are eligible to advance to the next level. If you receive an eligible score on your assessment, you will immediately register for the next level. If your score is not yet eligible, you will immediately register for the same level class in order to work on specific skills. You will not need to attend an orientation again.

Once you have been placed in your appropriate level, you will be given an appointment with our facilitator. It will be necessary for you to meet with him/her within the first two weeks of class in order to establish your educational and career goals so we can make a plan to help you achieve those goals while attending our program. We have resources for

you to use to practice English as well as find job opportunities in order to further your career.

In order for the English Program to continue to be a free service, we need our students to succeed. For you to succeed, you need to attend class regularly and take the scheduled assessments. We receive money from the state of Florida for each student that advances a level. So, while we are offering this education without charge, we expect you to take it seriously, attend regularly and study when you can. We will do our part to give you an excellent education and help you to achieve your educational and employment goals.

During the registration process that I will detail in a moment, you will be completing reading and listening assessments. There is no passing or failing these assessments. The results from these are used to determine the appropriate starting level for you. There are seven levels you can advance through in our English Program. Any time you would like to take practice assessments you can log on to [www.casas.org/home/](http://www.casas.org/home/). Your classroom teacher will be directed to use practice assessment on that site to help you develop familiarity with the assessment. It is our goal to help you reach your goals. As you take the test you will be asked to bubble your answers on the answer sheet, here is the right way to do it.

In order to reach your goals, it is important to attend class regularly. Class is from 6 to 8:30 p.m. Monday through Thursday. Mondays are the only day that new students may enter a class. If you have completed the registration process and are waiting for the following Monday to begin class, you may visit the open computer lab and practice English lessons.

We understand that there are occasions when you just can't attend classes but please try your best. If you arrive late for class, please be respectful of others when entering the classroom. We require you to attend at least 2 classes per week. If you miss 6 consecutive classes you will be withdrawn from class and will need to see a facilitator to discuss the reasons of your absences and re-register in order to attend again. Some materials you will

need to bring to class will be a pen or pencil, dictionary, textbook, and some paper. The textbook is available in the Media Center for \$25.00.

The following are the policies of the ESOL program and the school we are located in. Most importantly, there is no smoking on school property either inside or outside the building. In addition, we do not have a child care program here and children are not allowed in classes or at registration. There is no loitering or lingering outside of the building during class hours. Students must be in class or leave campus. While in class cell phones must be either turned off or in “vibrate” mode. If you have an emergency call, please leave the room to take the call. If your phone rings out loud during class, the teacher has the right to ask you to leave class and return the following night. Now I will outline what you will be doing over the next 3 days in the registration process.

### **3-Day Registration Process**

There is a 3-day registration process you will need to complete before beginning class.

#### **Day 1 of the Registration process**

Today, you will complete orientation, start your paperwork, have your preliminary assessments and you will be given an appointment slip for you to return tomorrow for more assessment. You will complete your orientation and immediately start your paperwork in this room. There will be other employees ready to help you fill out your paperwork. Next, you will meet with one of our facilitators to have an oral interview in **English**. On day 2 you need to bring your appointment slip showing which reading assessment you need to take. The facilitator will show you to a room and you will sit and do the reading portion of the assessment.

#### **Day 2 of the Registration process**

On day 2, tomorrow, you need to bring your appointment slip showing which reading evaluation you need to take. A facilitator will direct you to a room to do the reading. Once you have finished, it will be checked immediately. The facilitator can then determine which

listening evaluation you must complete. You will be given an appointment slip to return the next day for the listening test.

### **Day 3 of the registration process**

On day 3, when you return you will be given a listening assessment. When you are finished, a tutor will look over your overall evaluation, i.e reading and listening to determine which class level is best for you. Usually we use the lower score of the reading or listening test to determine the correct class level. The remainder of your paperwork will be finished with the facilitator that will review your checklist to make sure you have gone through all the steps. The check list will be signed by you and the facilitator. At that point you will also be asked to sign a contract that stipulates your understanding of the requirements. A facilitator will show you the location of your classroom. Once that is done, you are free to go. You will begin class the following Monday at 6 p.m. Mondays are the only day that new students may enter a class. After 90 class hours or when requested by a teacher you will be given another assessment. If you score high enough on the test you will be placed in the next higher level class. If not, you will remain in the same class so you can learn more English.

In a moment you will receive your folder that contains the registration form, your checklist, the contract and the necessary test papers that you will need. You have made the right decision to join our ESOL program. We wish you success in your studies and the best of luck. Remember if you have any questions or concerns do not hesitate to speak with the site coordinator.

Thank you so much!