

Dublin Adult Education

Student Handbook

DUBLIN
UNIFIED



School District

DUBLIN ADULT EDUCATION HANDBOOK

This handbook is to provide you with answers to frequently asked questions you might have about our Adult Education/English As A Second Language Program. If you have a specific question not answered in the handbook, please call the Adult Ed office at (925) 307-1910.

Welcome to the Dublin Adult Education. We look forward to helping you reach your educational and English language goals. This handbook will provide you with helpful information about our adult educational program and answer many of the questions that you might have. For specific information regarding an individual class, please call the Adult Ed office at (925) 307-1910 or send an email to gallagherangela@dublinusd.org.

ADULT ED OFFICE

The Adult Ed office is open from 9am to 2pm Monday through Friday. The office telephone number is (925) 307-1910. The Adult Education campus is NOT open until 9 A.M. (this includes the parking lot) Please do not arrive before this time.

ADULT ED CLASSES

Our ESL classes provide instruction in speaking, listening, reading, writing, US culture and civics, as well as having a transition specialist on site one day a week to assist students with entering the workforce and or college. ESL classes are grant funded and therefore free at this time. You must be 18 years and older to attend Adult Ed classes. We offer morning, afternoon, and evening classes. Please visit our website (www.dublinusd.org) to view class schedules or stop in the Adult Ed office to pick one up. All classes are currently held at the Dublin Adult Education campus.

6901 York Drive in Dublin next to Valley High School. At times other kinds of classes are offered and could require a fee. Please call the Adult Ed office if you have a question about additional classes such as citizenship, career tech, or computer courses.

CLASS ATTENDANCE POLICY AND ETIQUETTE

Please arrive on time for your class each day.

Regular class attendance is very important and there is a strict attendance policy. You will be dropped from class if you have poor attendance and a student from the waitlist will be given your spot. Your teacher will give you an attendance policy handout. Leaving at break time is not permitted on a regular basis. This counts as an absence from class. Please keep your cell phones silent in the classroom. If you need to take a call, please leave the classroom to avoid disruption. Speak only English in all English As A Second Language classes. If you have a concern regarding your class, please talk directly to your teacher.

CLASS MATERIALS AND BOOKS

Textbooks and workbooks are provided to use in class free of charge and are property of the Dublin Adult School. Students should not write in books or deface them in any way. Students are not allowed to bring books home. Your teacher will notify you if you need to bring additional materials to class. The Dublin Library has a wide variety of English As A Second Language materials available free of charge for check out if you wish to study more at home.

CHILDCARE

We do not offer child care at this time. Please do not bring your children to class.

DRUGS, TOBACCO, AND ALCOHOL

Drugs, tobacco, and alcohol are not permitted on campus. There is no smoking allowed on or near the campus or in the parking lot or restrooms.

AGE POLICY

All adult education students must be 18 years or older. High school students may request concurrent enrollment by contacting our office at: (925) 307-1910.

REGISTRATION

Students must register online at www.dublinusd.org. If you need assistance with registering please stop by the Adult Education main office. All students are required to take a placement test to determine which ESL class is level appropriate. Students may only take a class at the level determined by the placement tests.

PARKING

Students must park only in unmarked parking spaces and follow all of the parking requirements in the school parking lot. Cars illegally parked are subject to towing at vehicle owners expense. The Adult Education parking lot is not open until 9 A.M. Should you arrive before 9 A.M. street parking is available.

KEEPING OUR CAMPUS CLEAN

Please throw all garbage in the appropriate trash can. Littering is not permitted. Please leave the classroom as you found it. Return chairs and or tables to the required position after class. If you find

that a restroom needs attention, please tell your teacher so that a custodian can be notified.

HYGIENE

Please stay home from school if you are sick or have a fever. Please wash your hands with soap and water after using the restroom. Please cover your mouth and nose if coughing or sneezing. Hand sanitizer is provided in the classroom to prevent the spread of germs.

LOITERING

Please stay on the ADULT ED campus side and do not loiter near or on the high school or middle school grounds. Arrive no more than 15 minutes before class starts and leave promptly after class is over. Visitors must report to the office for clearance before entering a classroom. All visits must be scheduled in advance.

PHOTO, VIDEO OR INTERNET

We sometimes have the opportunity to recognize and highlight the work of our students or programs. We use photos to publicize our Adult Ed program and show the community what we do in our programs and classrooms. If you do not wish to be included in photos or videos, please tell your instructor or Adult Ed secretary.

LOST OR STOLEN ITEMS

Please do not bring valuable items to school. The Dublin Adult is not responsible for items that are lost or stolen.

NONDISCRIMINATION

The Dublin Adult School programs and activities provide equal access to all adults 18 years and older and does not discriminate based on race, color, ancestry, national origin, ethnic group, religion, marital or parental status, physical or mental disabilities, sex, sexual orientation, gender, gender identity, or expression.