



Monrovia Community Adult School

English as a Second Language

Student Handbook

2016–17



Message from the Director of Adult Education

Welcome to Monrovia Community Adult School!

I am confident that you have come to improve your English and to learn American citizenship at the best school in the San Gabriel Valley. The faculty at MCAS is caring, knowledgeable, and passionate and the staff, counselors and administration are here to help and support you.

Adult schools in California have been through a lot of changes over the last seven years. Seven years ago all adult schools lost a large amount of funding and some adult schools were even forced to close.

We are fortunate that the Monrovia Board of Education and the Monrovia Unified School District stayed committed to keeping Monrovia Community Adult School open during tough financial times. MCAS remained open and continued to offer quality ESL and Citizenship programs when many school boards and district offices forced their adult schools to close. Today we have come through those difficult financial times and MCAS, with the support of our school board and the MUSD district office, is making tremendous efforts to grow and expand our ESL and Citizenship programs.

In recent years, the California legislature has passed laws that have caused a lot of change in the funding and performance expectations for adult education. While funding from the state for our adult programs is much more stable, the state is expecting much more from us, as schools, and from you, as students. I urge you to become an informed citizen and learn as much as you can about AB104 and the AEBG (the Adult Education Block Grant). Below is a link to the AEBG website:

<http://aebg.cccco.edu/>

As a result of AB104, MCAS has changed in two major ways. We are now part of the Citrus College Adult Education Consortium (CCAEC), which means that MCAS is working together with regional adult schools and Citrus College to better provide you with programs and services. You can learn more about the CCAEC at our consortium website:

<http://www.ccadulted.org/>

The second major change for MCAS directly concerns you, the student. California is funding our ESL programs expecting you to progress and become a proficient English speaker and a productive American citizen. We need you to make every effort to progress in our programs and become successful! I thank you in advance for all of your efforts!



Mr. Flint Fertig, Director of Adult and Alternative Education for Monrovia Unified School District

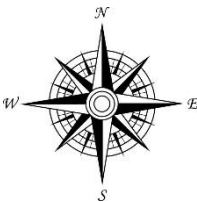
A handwritten signature in blue ink that reads "Flint Fertig". The signature is written in a cursive, flowing style.

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Map of Campus



NORTH PARKING LOT

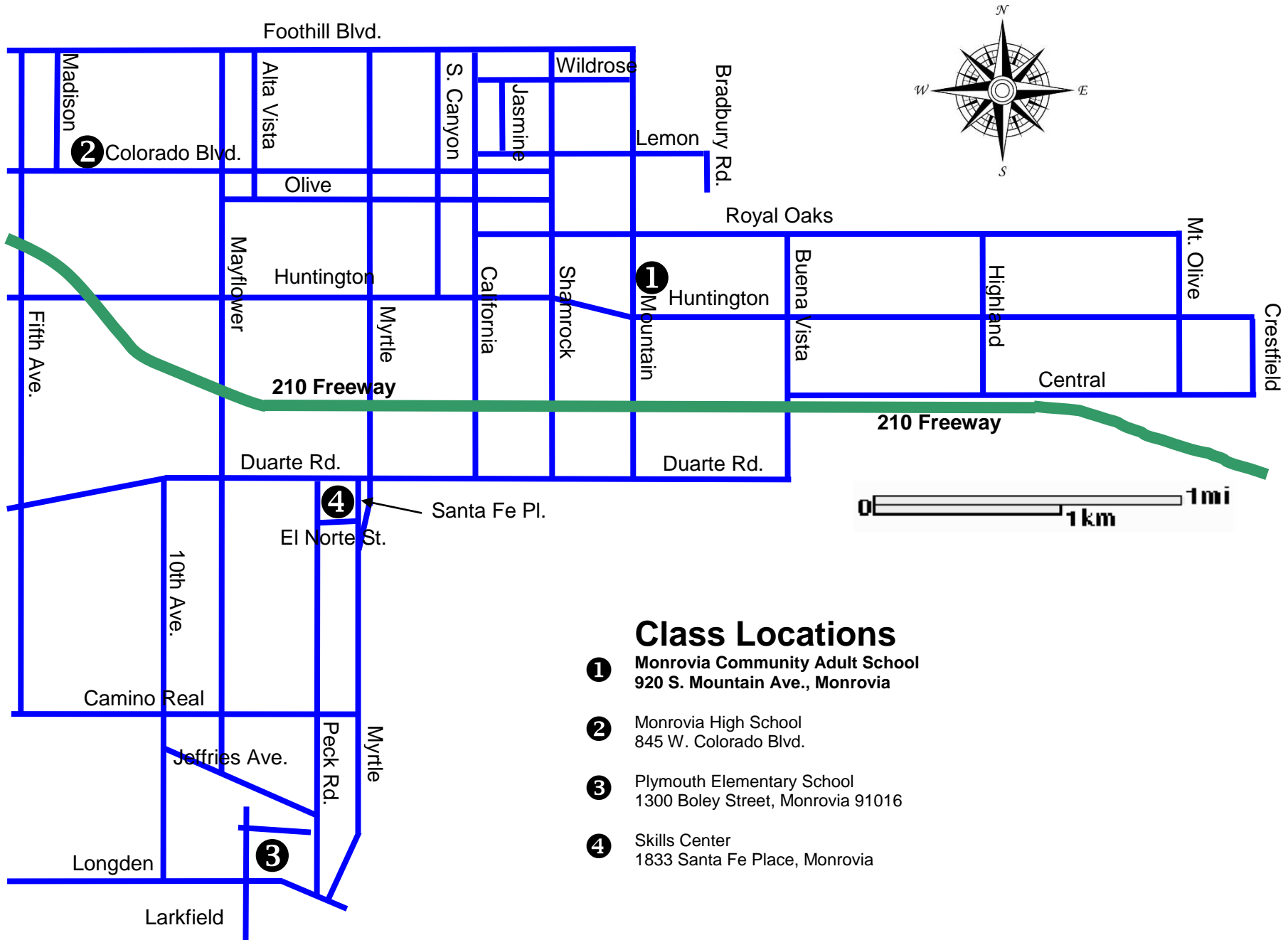
NO STUDENT DROP-OFF / PICK-UP



Bike Rack

SOUTH PARKING LOT

Map of Other MCAS Locations



Class Locations

- ① **Monrovia Community Adult School**
920 S. Mountain Ave., Monrovia
- ② **Monrovia High School**
845 W. Colorado Blvd.
- ③ **Plymouth Elementary School**
1300 Boley Street, Monrovia 91016
- ④ **Skills Center**
1833 Santa Fe Place, Monrovia

Policies and Expectations for MCAS Adult School Students

Your cooperation with these policies is appreciated. We have high expectations for our students and we do not tolerate anything that distracts from the educational process.

Expectations in the Classroom

Please come to school with a considerate, positive attitude so that you can be successful. In the classroom, remember:

- Respect yourself, the teachers, and all other students
- Always sign in and out of class and let the teacher know if you must be absent
- Follow the teacher's instructions
- Please discuss any questions or concerns you have with your teacher or counselor
- **Do not** write in classroom books
- **Do not** take classroom books home
- **Do not** use cell phones or any other electronic devices in class **for personal reasons** – but it is ok to use cell phones for translation or academic purposes
- No food or drinks are allowed in the classrooms other than bottled water



Expectations on Campus

Please help us keep our campus safe, clean and orderly. Remember:

- Monrovia Adult School is not responsible for any vehicles parked in either of its lots and is not liable for any property loss or damage to vehicles or any other type of personal property on campus. Park at your own risk
- Learn and follow the instructions for dropping-off and picking up students (pg. 4)
- Learn and follow the instructions for parking in our parking lots and **DO NOT park in the "No Parking" zone** in front of the school (pg. 4)
- Do not bring unenrolled visitors to school as they are not allowed on campus or in classrooms
- No children under the age of 18 are allowed on campus; we do not provide childcare
- Use the designated student lounge for food and drink
- Clean up after yourself in the student lounge and use the trash containers
- Please help us keep the bathrooms clean
- **DO NOT** stand on the toilet seats (use the toilet seat covers instead)
- Please be quiet and courteous when walking in the hallways
- Do not smoke, chew, or possess tobacco or nicotine products anywhere on campus; this is a tobacco and nicotine free facility

Dress Code

We would appreciate if you came to school dressed respectfully. Below is the MCAS dress code:

- MCAS dress code calls for business casual work attire
- Girls should be dressed modestly – do not wear short shorts, bare-midribs, low necklines and halter tops
- No hats
- No sagging pants
- Clothing should not advocate the use of alcohol, drugs or tobacco
- Clothing that is gang-related, obscene, or suggestive, or that depicts violence or advocates racism is not allowed

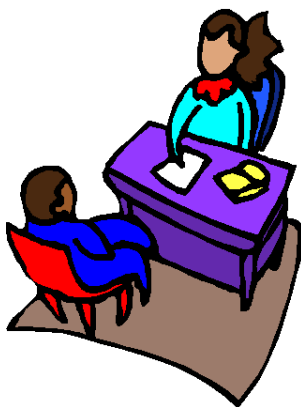


Let's Dress for Success!

Offenses Subject to Referral to the Counselor or Administrator

Below are infractions that will result in a meeting with the counselor or administrator and may result in dismissal from MCAS programs without refund:

- Chronic attendance problems or poor achievement caused by chronic lack of attendance
- Cheating or plagiarism
- Forgery
- Solicitation
- Sexual harassment or unwelcome sexual advance
- Any other type of harassment (further described below)
- Assault, fighting, or any sort of intimidation or threats of students or staff
- Smoking, chewing or possessing tobacco or nicotine products on school property
- Vandalism or computer/software abuse of any sort (including any amount of graffiti)
- Inappropriate use of the internet such as (but not limited to): visiting inappropriate sites (sites that contain content that is pornographic, for gambling, violent, terrorist propaganda, etc.) downloading inappropriate files, downloading files that infect computers with viruses, and visiting sites that are not for academic pursuits.
- Possession of drug paraphernalia
- Possession of weapons, explosive or other dangerous objects (such as pocket knives)
- Use, possession, sale or being under the influence of drugs or alcohol
- Robbery, extortion or knowingly receiving stolen school or private property
- Committing an obscene act or using profanity



Harassment



Harassment is any unwelcome conduct (verbal, physical, or visual) that adversely affects other students or the condition of classroom participation. Harassment in any form will not be condoned or tolerated at Monrovia Community Adult School.

Sexual harassment is any unwelcome physical or sexual advance or any request for sexual favor. Sexual harassment is also any abuse, mistreatment, prejudice, or any continuous written, visual, verbal or physical conduct towards someone based upon that person's sexuality or sexual orientation.

Harassment comes in many forms and is not limited to sexual harassment. Any abuse of another person based on that person's race, color, national origin, ancestry, pregnancy, disability, age, marital status or any other protected characteristic is considered harassment and is not tolerated at MCAS.

Student Surveys

We want to know how we are doing! At the end of each semester, teachers will help you take a survey on your class, your teacher and our school. If you would like to take the survey before the end of the year, our home page has a link to the survey. Click through to the survey page. In the comments and suggestions part of the survey, please let us know what we can do to improve our school.

Uniform Complaint Procedures

If you do have a serious complaint, the Monrovia Unified School District has a uniform complaint process as required by law. If you would like to file a complaint, MUSD Policy 1312.1 requires that you file a written complaint with the district's superintendent. The MUSD Superintendent and the Administrators of Instructional Services, Human Resources, Business Services, and Pupil Personnel Services are designated as compliance officers.

For additional assistance, you may contact:

Los Angeles County Office of Education	(562) 922-6111
Legal Aid Foundation of Los Angeles	(800) 399-4529
Community Legal Center	(626) 338-5505

Miscellaneous Policies

- Students are guaranteed the highest level of confidentiality in all matters discussed with counselors or administrators
- Written permission is required prior to the release of any personal information.
- Picture MCAS I.D. cards are available for a fee of \$5.00
 - You pay for the I.D. card at the front office
 - Check with the front office for the schedule of when I.D. cards are produced

Instructions for Drop-off, Pick-up and Parking

Monrovia Adult School is not responsible for any vehicle parked in either of its lots and is not liable for any property loss or damage to vehicles or any other type of personal property on our campus. Park at your own risk.

- Student parking is available on the north and south side of the Mountain campus
- Please park in the designated parking areas only
- **Do NOT** park in parking spaces under the covered part of the parking lot as that is reserved parking
- **DO NOT** park in the “No Parking” zone in front of the school
- **Do NOT** park in the “No Parking” zone in front of school momentarily to drop off or pick up students
- **Do NOT** drop off or pick up students in the drive way of the parking lots
- For Drop Off / Pick Up of students, please pull all the way into the North or South lots, drop off or pick up your student, and then leave the parking lot
- If you hit a parked car in the parking lot, please report the car hit and your contact information to the office
- Students **are allowed** to park **HEAD FIRST** in the South parking lot next to the south side entrance to campus (see photo below)
 - **Do NOT** park in spaces to the LEFT of the sign
 - **Do NOT** park in Handicap Parking unless you have a permit
 - **Do NOT** park with the head of the car pointed to the school building
 - If students park properly, we should be able to fit six cars in those spots and still have room for two Handicap parking spots



Enrolling into the MCAS ESL Programs

Returning ESL Student Enrollment

If you are an ESL student returning to our school, welcome back! We are very happy you have chosen to continue to learn English at Monrovia Community Adult School.

We want to make sure you are enrolled in the correct class. Hopefully, you have kept a copy of your last CASAS score. If you have your CASAS score from your last class, please present the copy of your CASAS score to the front office when you register for class.

If you do not have a copy of your CASAS score, that is ok. The front office will look in our system and check the last class you attended. If the teacher entered “Graduated” for the course, you will move to the next level. If not, you will stay in the same level course as last year.

If you feel like you are in the wrong class, do not worry. In the first week of classes, we will be re-testing all students and we will get an accurate score to place you in the correct class.



New ESL Student Enrollment

If you are a new ESL student enrolling at MCAS, welcome to a great school! We are very happy that you have chosen to learn English and American Citizenship at Monrovia Community Adult School. We are proud to provide you high quality programs and we will work very hard to ensure you are a happy student.

If you are a new student enrolling, you need to be available for at least 1.5 – 2 hours to complete the enrollment process. Please plan accordingly. Do not come to the school and the office unless you have enough time. You will need to fill out enrollment information and take a placement test so that we can get you placed in the proper class.

To enroll as a new student, go to the front office and get enrollment sheet (TOPS Pro enrollment sheet) from our office staff. You will then take the enrollment sheet to our ESL Coordinator’s classroom (Room 23). Our ESL coordinator will help you fill out the enrollment sheet and will give you an entrance test to make sure we have you placed in the correct ESL class.

All new students must take an entrance test with our ESL coordinator.

Checking Out of the MCAS ESL Program

Please do not disappear from school!!! Our teachers and staff love all of our students and if you just leave, we get worried.

If you know you are leaving class, please let your teacher know and then check in with the ESL Coordinator's office (Room 23).

Maybe you know you are going out of town for an extended period of time. Maybe you got a job and cannot attend class at the same time. Maybe you have new commitments to your family. Maybe you are not happy with the class.

Whatever the reason, please come and talk to the ESL Coordinator! Let us know you are leaving so we can create a plan for your return and continued success.



CHECKOUT

Goals and Objectives for ESL Program

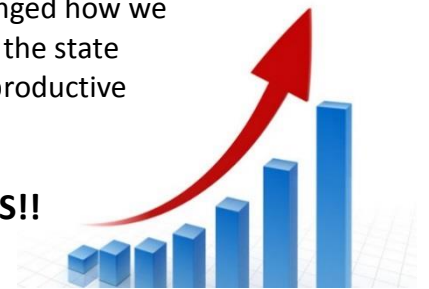
The mission of the MCAS English as a Second Language (ESL) program is to equip our students with the language and cultural proficiencies required so that students eventually fulfill their personal, vocational, academic, and citizenship goals, and thus, they may participate fully in American society.

MCAS administrators and instructors have diligently worked to organize ESL classes in an articulated sequence from ESL Beginning Literacy through ESL Advanced; to choose curriculum and to employ instructional strategies that ensure student success; and to evaluate the effectiveness of our ESL programs. We are committed to assess and place students in appropriate ESL levels.

In each MCAS ESL Level class, students become proficient in competencies for reading, writing, listening, speaking, grammar, vocabulary, and functional skills so that students can move to the next ESL Level.

As our Director stated in the beginning of this handbook, AB104 has changed how we deliver ESL programs to you. California is fully funding ESL programs and the state expects you to progress and become a proficient English speaker and a productive American citizen.

YOUR GOAL AS AN ESL STUDENT IS TO PROGRESS!!



We need you to make every effort to progress and advance to the next ESL Level. **Please, we need you to take achieving this goal seriously.** Come to school on time, do not miss class, work hard, do homework, practice speaking English outside of class and make every effort to grow and get better at reading, writing, and speaking English.

Support from the Counselor and ESL Coordinator

MCAS pledges to give you as much support possible to help you advance to the next ESL Level. Our teachers will do everything they can to help you succeed, but sometimes you may need help beyond your teacher.



We encourage you to go and talk to the ESL Coordinator in Room 23. She can answer any questions you may have or help you better understand our program and how our program can help you meet your goals and needs.

MCAS also has a counselor. If you need academic, social or emotional support, please go to the front office and make an appointment with our counselor.

Description of ESL Courses Offered

Class Lengths

For the 2016-17 school year, MCAS has increased the length of daytime ESL Level classes to four hours. This means all daytime ESL Level courses are **one semester in length with 260 hours of classroom instruction**. MCAS hopes by restructuring our courses this way, daytime students can progress one ESL Level in a semester.

Night classes are Tuesday, Wednesday, and Thursday and are 2.5 hours per night. Since the night classes are one-half the amount of hours as the day classes, MCAS expects that students would progress one ESL during the course of the school year.

The Computer ESL and Citizenship classes will remain at two hours.

MCAS ESL classes are now one semester in length. Following are the dates for each semester:

Semester 1: August 22, 2016 thru December 21, 2016

Semester 2: January 9, 2017 thru May 11, 2016

ESL Civics

ESL Civics is an important component of the MCAS ESL Program. We want our ESL students to understand why ESL Civics is included in our classes and why they should learn Civics content and do well on the Civics tests. The U.S. government believes that immigrants and other limited English proficient persons must not only master English, but be able to understand and navigate governmental, educational, workplace systems and key institutions, such as banking and health care in order to effectively participate in education, work, and civic opportunities in this country.

ESL Levels

In the Appendix of the ESL Student Handbook and on our website, you will find the Citrus College Adult Education Consortium (CCAEC) Language Proficiency Objectives (LPOs). The CCAEC LPOs are the minimum course objectives our consortium faculty believes a student needs to complete in order to advance from one ESL Level to the next. These LPOs have been created across seven skill areas: reading, writing, listening, speaking, vocabulary, grammar, and functional skills.

These Proficiency Objectives are very detailed and are the best way for students to understand what they need to learn at each level in order to advance to the next ESL level.

Courses Offered

Below are general descriptions of the ESL courses offered at MCAS:

ESL 1 – Beginning Literacy

ESL 1 students learn basic English vocabulary, reading, and writing skills. Students learn to write and say the letters of the alphabet, numbers and basic words through individual, pair, and

group work. Conversations help students become able to ask and answer questions about many aspects of functional everyday life. Instructor also provides help with basic accent reduction and pronunciation.

Certificate awarded for level completion.

M, T, W, Th. 8:15am – 12:30pm

T, W, Th. 6:30pm – 9:00pm

ESL 2 – Beginning Low

Students in ESL 2 develop better English communication skills by improving reading, writing, speaking, and listening skills in their roles as family and community members, workers, and citizens. Students improve vocabulary and learn to read, interpret and discuss simple sentences, instructions, forms, directions, signs, maps, and menus. This class includes individual, pair, and group work. Instructor also provides help with beginning accent reduction and pronunciation.

Certificate awarded for level completion.

M, T, W, Th. 8:15am – 12:30pm

T, W, Th. 6:30pm – 9:00pm

ESL 3 – Beginning High

Students develop high beginning reading, writing, speaking, and listening skills in their roles as family and community members, workers, and citizens. Students learn to read and interpret basic written instructions, schedules, simple charts, graphs, diagrams, and a basic payroll stub, perform basic calculations, fill out basic forms and write simple notes. Extensive development of conversational skills comes through pair and group work. Instructor also provides help with beginning high accent reduction and pronunciation.

Certificate awarded for level completion.

M, T, W, Th. 8:15am – 12:30pm

T, W, Th. 6:30pm – 9:00pm

ESL 4 – Intermediate Low

Students continue to build grammar, vocabulary, reading and writing skills and practice high levels of practical conversation in pairs and small groups. Students learn to follow complex oral directions, learn new phrases with familiar vocabulary, know basic computer app terms, fill out basic medical information forms and job applications, and begin to write paragraphs. Instructor also provides help with intermediate accent reduction and pronunciation.

Certificate awarded for level completion.

M, T, W, Th. 8:15am – 12:30pm

T, W, Th. 6:30pm – 9:00pm

ESL 5 – Intermediate High

Students in ESL 5 learn to communicate comfortably in English, build confidence in speaking and listening skills, and enhance their ability to read and write. Students can function independently in most familiar personal and work situations, show better control of grammar,

and can read and interpret authentic health and job materials. Students begin to show some creativity in order to produce language. Instructor also provides help with more complex accent reduction and pronunciation.

Certificate awarded for level completion.

M, T, W, Th. 8:15am – 12:30pm

T, W, Th. 6:30pm – 9:00pm

ESL 6 – Advanced

Students in ESL 6 integrate language functions and language forms with informational sources, necessary skills, and real world topics. Students can function independently in familiar personal and work situations, show very good control of grammar, and can read and interpret most authentic forms and materials they encounter in the world. Students often use creativity to produce language. Students address topics in ESL 6 that coincide with their learning goals: general, vocational, or academic. Instructor also provides help with advanced and complex accent reduction and pronunciation.

Commencement Ceremony

Students that successfully master the learning objectives of MCAS ESL Level 6 will be invited to participate in the MCAS Commencement. Taking part in this ceremony is a great honor! Students will take part with high school students who have earned a diploma and medical students who have received their certification and medical pin. We hope that many students work hard to achieve this honor!!!

Certificate awarded for Program Completion.

ESL 6 Offered 2nd Semester

M, T, W, Th. 8:15am – 12:30pm

Computer ESL

In Computer ESL students can improve their English skills and accelerate their learning. In our English / Computer Instruction class, students can get individual one-on-one help from an instructor as they use the computer to learn English faster. This class is great to improve skills for students struggling in an English class or and move up to a new English level if they want to accelerate.

M, T, W, Th. 1:00pm – 3:00pm

Citizenship

This course prepares students for the citizenship interview and written/oral exams. Topics include U.S. history, U.S. government, written dictation practice, interview questions, and filling out the N-400 application form. MCAS suggests that Citizenship students are able to speak, read and write English at an intermediate level or above.

T / Th. 1:00pm – 3:00pm

Introduction to Mandarin and Chinese Culture

This course focuses on Chinese history, culture, achievements, and contributions in the United States. Students learn basic Mandarin to better support their children/students in dual immersion Mandarin programs.

How Am I Placed in the Correct ESL Level and How Do I Advance?

Getting Placed Properly

The MCAS ESL staff wants to make sure you are properly placed in the correct ESL Level course so that you are successful.

If you are a returning student, you took end of course CASAS tests last year and received a CASAS score. The CASAS score corresponds to a level based on the chart below and when you enroll this year you will be placed in the corresponding ESL Level. For example, if you were in ESL 2 last year and at the end of the course you scored a 192 on your CASAS test, you would move into ESL 3 this year.

If you are a new student, we will give you a qualifying CASAS test, and sometimes more than one test to correctly place you in the proper ESL Level. We will give you a CASAS Reading test and, if necessary, our ESL coordinator will also give you a CASAS Listening. The score on this test (or these tests) will determine what ESL Level you will enter.

CASAS Scores by MCAS ESL Levels

ESL Level	CASAS Score
ESL 1	180 and below
ESL 2	190 and below
ESL 3	191 – 205
ESL 4	206 – 215
ESL 5	216 – 225
ESL 6	226 – 235

Advancing to the Next Level

If we expect students to progress, it is important that all students understand how you advance to the next level.

Teachers track student progress on a daily and weekly basis by monitoring student completion of assignments. Teachers are able to see in the classroom, if a student is progressing and meeting the objectives outlined in the LPOs (in the Appendix). Thus, teacher input is a major factor in determining if a student is ready to advance. This is especially true during the middle of a course.

MCAS does use exams to determine if students have mastered objectives and are ready to move to the next level. At the end of every course, students will take **BOTH a CASAS test AND an ESL Level exam**. The teacher will use results from both of these tests to determine if a student is ready to advance to the next ESL Level.

What Programs Are Available After ESL?

Whether you have completed our ESL program or you are in the process of completing the program, Monrovia Community Adult School has many other programs to serve you depending on what your needs are.

Programs for Employment

If you are looking for a job, Monrovia Community Adult School can help in a number of ways. MCAS offers numerous short-term vocational programs that help you earn certifications and give you the skills you need to start a new career. MCAS vocational teachers are experienced professionals who share their industry knowledge to give you a solid foundation for success in a new profession. These teachers also have significant industry contacts and resources to ensure that students who successfully complete our vocational programs have a high rate of job attainment.

MCAS offers certificated training in programs for automotive, computers and business technology, construction, video editing and production, certified nursing, medical assisting, and pharmacy tech.

Maybe you just need help with applying for a job. Come visit the [MCAS Career Center One Stop](#) and see the many employment services we offer at a single location!

We provide current job listings, career development, effective resume writing tips, reference books, weekly job search workshops, interviewing techniques, mock interviews, typing and word processing tutorials, typing certificates (fee of \$20 - cash only), information on labor market trends, and Prove It! Computer skills testing. The One Stop Career Center is an affiliate of the Foothill Workforce Development Board and its services are offered free of charge.

To use Career Center One Stop services, see the front office staff and they will help you register. They will schedule you for a Career Center orientation, which is mandatory before you take advantage of Career Center One Stop services.

Career Center One stop Hours of operation: Monday through Thursday 8:00am-5:30pm.

Transition to Programs after ESL

As a member of the Citrus College Adult Education Consortium, we are working hard to align courses with Citrus College and our other adult school partners. We would love to help you transition to Citrus College credit ESL courses or courses in Basic Education.

Also, MCAS has Basic Education programs to help you improve academically and take on more learning challenges.

Make an Appointment with the MCAS Counselor

To fully understand all options for employment programs and post ESL programs, check out the website or make an appointment with the MCAS counselor at 626.471.3041 .

How Can I Purchase ESL Books?

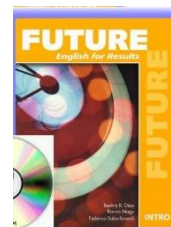
Below is the ISBN information for the ESL books. Ctrl + Click will take you to the link at Direct Textbook which is a search engine to find the most affordable copy of the books.

Title

ISBN Number

[Future Student Book w/ Practice Plus CD ROM – Intro](#)

9780132408769



[Future Student Book w/ Practice Plus CD ROM – Level 1](#)

9780131991446

[Future Student Book w/ Practice Plus CD ROM – Level 2](#)

9780131991484



[Future Student Book w/ Practice Plus CD ROM – Level 3](#)

9780131991521

[Future Student Book w/ Practice Plus CD ROM – Level 4](#)

9780131991569



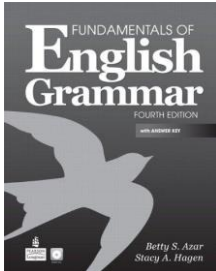
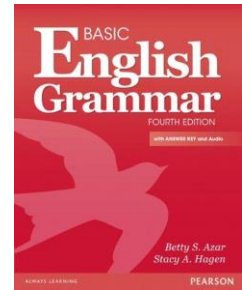
[Future Student Book w/ Practice Plus CD ROM – Level 5](#)

9780132408752

Title**ISBN Number**

[Basic English Grammar Student Book \(Levels 1-2\)](#)

9780132942249



[Fundamentals of English Grammar \(Levels 3-4\)](#)

9780137071692

[Understanding and Using English Grammar \(Levels 5-6\)](#)

9780132333313

