

NORRISTOWN ADULT EVENING SCHOOL STUDENT HANDBOOK 2016-2017

Norristown Area School District
Adult Evening School
1900 Eagle Drive
Norristown, PA 19403
610-639-5066; eveschool@nasd.k12.pa.us

Student's Name _____

Instructor's Name _____

Course Name _____

Course Meeting Schedule _____

Classroom Number _____

IN COMPLIANCE with Federal and State Laws and regulations: TITLE SECTION 504, and TITLE VII. The Norristown Area School District does not discriminate on the basis of race, color, religion, sex, national origin, age, marital status, or the presence of non-job related medical conditions or handicaps in the educational programs and activity which is subject to this report was supported in whole or in part by the U. S. Department of Education.

However, the opinions expressed herein do not necessarily reflect the position or policy of the Pennsylvania Department of Education, and no official endorsement by these agencies should be inferred.

SCHOOL CLOSING NUMBERS: 304 OR 2304

Norristown Adult Evening School

Faculty and Staff

2016/2017

DIRECTOR	Mr. James J. Troutman	jtroutman@nasd.k12.pa.us
TUTOR COORDINATOR	Ms. Thea Millman	tmillman@nasd.k12.pa.us
CASE MANAGER	Ms. Chevaughn Satchell	csatchell@nasd.k12.pa.us
INTAKE/ASSESSMENT	Ms. Yvette Madden	ymadden@nasd.k12.pa.us
INSTRUCTORS	Mr. John Brumbaugh	jbrumbaugh@nasd.k12.pa.us
	Mr. Bryan Keaton	bkeaton@nasd.k12.pa.us
	Ms. Toni Lankford	alankford@nasd.k12.pa.us
	Ms. Gail Lewis	glewis@nasd.k12.pa.us
	Mr. Michael Micallef	mmicallef@nasd.k12.pa.us
SUPPORT STAFF	Ms. Ashley Bauknecht	abauknecht@nasd.k12.pa.us
	Ms. Kacie Desrosiers	kdesrosiers@nasd.k12.pa.us

The Norristown Area School District is a smoke free, alcohol free, and weapons free facility. There is no smoking, alcoholic beverage consumption, or carrying of weapons allowed on the school property (areas bounded by Whitehall Road and Burnside Avenue, as well as private properties, Whitehall Elementary School, and the athletic complexes on the east and western portions). Students will be asked to leave the NASD property immediately upon any observed or reported infractions. The safety of all our students and staff are of utmost importance at all times.

OUR COMMITMENT TO ALL STUDENTS OF THE AES PROGRAM

The Norristown Area School District Adult Evening School is designed to assist adult students, instructors, administrators, community agencies and the community at large, to establish and maintain a safe environment. Our teaching and personal interactions are based on mutual trust and respect and allow adult evening students to develop their full potential while attending classes.

In order to fulfill our belief, the Adult Evening School commits to:

- Treat all students with courtesy and respect
- Communicate problems and concerns to the students in a timely manner
- Treat discipline issues in an individual manner
- Establish and maintain a positive learning environment for all
- Treat students in a fair and equitable manner and strive to help each student succeed in their goals
- Give students every opportunity to grow academically, socially, and behaviorally

STUDENT RESPONSIBILITIES TO FELLOW STUDENTS AND AES STAFF MEMBERS

- Treat all employees and fellow classmates with courtesy and respect
- Provide your best academic effort
- Attend school and class on time
- Dress in an appropriate manner upon entering the building or in the classroom.

Cell phones, i-pods, and other electronic devices are to be **silenced** or **turned off** once you have entered the building and you are in your assigned classroom. Out of respect for your instructor and class members, please place electronic devices out of sight. Your instruction depends on your concentration and collaboration in the classroom.

- Computers and calculators will be provided by the instructor for your appropriate class, when necessary.
- Children are not allowed to accompany their adult learner to class. We understand that emergencies do occur, but we are not able to provide any type of child care during class time. Students will be asked to leave the classroom and the school building if children are brought to class in the evening.
- Students will be requested to sign-in and sign-out when they enter the classroom. This will provide the staff an accurate record of your attendance. As you are aware, the schooling is free to you, but your responsibility to the Adult Evening School is to attend on a regular basis, sign-in and sign-out as requested, and notify your instructors, Case Manager, or the Director when you have an extended absence.

GENERAL INFORMATION

There is no charge for the Adult Evening School program. Students, however, must meet the following regulated criteria:

ELIGIBILITY:

210.1 (Federal Funding): Individuals who meet the following criteria in Sec. 203 (4) of the Workforce Innovation and Opportunity Act are eligible for adult education services:

1. Have attained 16 years of age;
2. Are not enrolled or required to be enrolled in secondary school under state law; and
3. Who
 - a. Are basic skills deficient;
 - b. Do not have a secondary school diploma or its recognized equivalent, and have not achieved an equivalent level of education; or
 - c. Are English language learners.

Note: The focus of the federal funds is providing services to the higher functioning adult students (**High Intermediate ABE, Low Adult Secondary, and High Adult Secondary**).

Agencies can provide services to lower functioning students with this funding, but the majority of enrolled students should be at the higher levels.

210.2 (State Funding): Individuals who meet the following criteria in section §6403 of the Pennsylvania Adult and Family Literacy Education Act 143 are eligible for adult education services:

1. Is 17 years of age or older;
2. Is a resident of Pennsylvania; and
3. Is not currently enrolled in a public or private secondary or postsecondary school.

Note: The focus of the state funding is providing services to the lower functioning adult students (**ABE Beginning Literacy, ABE Beginning, Low Intermediate ABE, and all levels of ESL**). Agencies can provide services to higher level students with this funding, but the total funds expended statewide for high school equivalency preparation cannot exceed 20 percent of the state allocation.

Please understand that we will service as many adult learners as possible, but the Adult Evening School is restricted by the above two policies. We are open to all Montgomery County residents, regardless of race, color, national or ethnic origin, or disability.

EXCLUSIONS: F-1 Visa holders are prohibited from attending the Adult Evening School. Please read the F-1 statement that is attached to this brochure.

COURSE CHANGES

The Norristown Adult Evening School reserves the right to withdraw a class at its discretion, due to lack of student registration, and to cancel or reschedule classes, and/or to change class meeting times and locations.

REGULATIONS

The Norristown Area School District is an Alcohol, Drug, Weapon, and Smoking Free Zone. As a result of this prohibition, no smoking, alcohol, drugs, or weapons are allowed on school grounds or in the building.

Please do not bring food, soda cans, or other containers into the building. If your instructor gives your class a break, please return to your vehicles if you wish to eat or drink. You will be readmitted into the building at the end of the break.

Cell phones and other electronic devices must be turned off and put away during registration, testing, and classroom instruction.

PARKING

Ample parking is available in the faculty parking lot. Please do not park in posted "No Parking" areas.

TIME

Classes meet Monday through Thursday, from 6:00PM to 9:00PM. Each class is scheduled for two nights per week.

SCHOOL CALENDAR

The Adult Evening School will not be in session when the regular day school is closed by the Superintendent due to inclement weather. The day school closing number is 304; the evening school number is 2304 on KYW radio.

Your teacher will also call you when classes are cancelled if we have your current telephone number. **It is very important that we always have a current telephone number where you can be reached or a message left in the event of an unforeseen school closing or instructor illness.**

Postponed classes will be made up at a later date.

HANDICAPPED ACCESSIBILITY

An elevator is available for students with health problems. Please notify the front desk staff for elevator access. There are many handicapped parking spaces and the main entrance is wheelchair friendly.

SAFETY AND SECURITY

For the safety and security of all students, please remain on the floor of your assigned classroom. Bathrooms are located near your classrooms. Do not go into staircases for a break, and please enter and exit the building **only through the main entrance**.

CASE MANAGEMENT SERVICES

The Adult Evening School has a Case Manager available to support our students as they work toward reaching their specific educational, academic, or employment goals. The Case Manager will work with students to set their goals. The Case Manager is also available to assist you with Distance Learning Options, Tutor Services, Resume Writing, Job Interview Skills, and many other employment and secondary education options.

TUTORING SERVICES

The Norristown Adult Evening School program offers one-on-one tutorial instruction and classroom assistance. Our tutors and assistance serve to enhance our students' learning experiences. Adult learners who regularly attend our classes may avail themselves of additional tutoring time by a private appointment schedule. Classroom assistants may be available to offer extra help during students' class time. We will work with students to tailor our support to students' needs and commitment. If you have any questions or are interested in tutoring services, please contact Mrs. Thea Millman, Tutor Coordinator, at tmillman@nasd.k12.pa.us.

SCHOOL SAFETY

Students and staff want the school to be a safe place and everyone must share in the responsibility to keep it safe. When a student becomes aware that somebody is involved in an unsafe activity (possession of drugs, weapons, or alcohol, or is planning to harm themselves or others) students have a responsibility to report this to their instructor, case manager, or the Director immediately.

ATTENDANCE POLICY

Attendance in the ESL, HSE or Adult Basic Education program is vital to your success. In order to prepare you, the student, with the skills and the knowledge you desire, it is important to make a sincere commitment to this program.

Classes are held 2 nights per week, Monday through Thursday from 6:00pm – 9:00pm, according to your schedule assigned.

Students are expected to be in their classes no later than 6:00pm, and until dismissal at 9:00 PM. With the exception of a documented health illness or other personal emergencies, students are not permitted to miss more than 3 classes during the 10 week class session. In addition, 2 tardies or early dismissals will be documented as 1 absence.

It is our sincere desire to accommodate your personal emergencies and any other life transition you might face, but attendance is important in your learning process. We strongly encourage you to communicate with your teachers and case manager by giving us your correct telephone number and e-mail address so we can contact you when necessary.

Lateness/Absentee calls – 610-630-5066 and leave a message OR
email eveschool@nasd.k12.pa.us

LETTERS TO ATTORNEYS AND OTHER LEGAL OFFICES

The Director will write a letter on behalf of any student who needs proof that he/she is enrolled **and actively attending** our Adult Evening School.

In order to have a letter written, the student must meet the requirements of our program. The **requirements** are registration in the program, pre and post-testing, and good attendance that totals a **minimum of 65 hours. There are no exceptions to these requirements.**

After the **above requirements are met**, you may submit a request form that must be filled out and turned in to the Director's office one week prior to your need for this letter. The request form should have your attorney's card and your personal photo identification attached. Upon verification of all the requirements, the letter will be mailed to the specified attorney.

RESPECT FOR FELLOW CLASSMATES AND SCHOOL PROPERTY

Abuse of school property (graffiti, spitting, defacing of furniture) in any form will not be tolerated and will be regarded as vandalism and immediate termination of your ability to return to the Adult Evening School.

EXPECTED STUDENTS' CONDUCT

The best form of discipline is self-discipline. Students who exhibit positive behaviors will experience success. These are aspects of the Code of Conduct.

- Respect the rights of all students; treat them with courtesy.
- Treat the school employees with courtesy and respect.
- Obey all school rules and regulations.
- Attend school regularly and be on time.
- Accept responsibility for the care and cleanliness of school property.

GRIEVANCE POLICY

Complaints of both sides – instructors/staff members and students – will be resolved confidentially and in a timely manner.

HOMEWORK POLICY

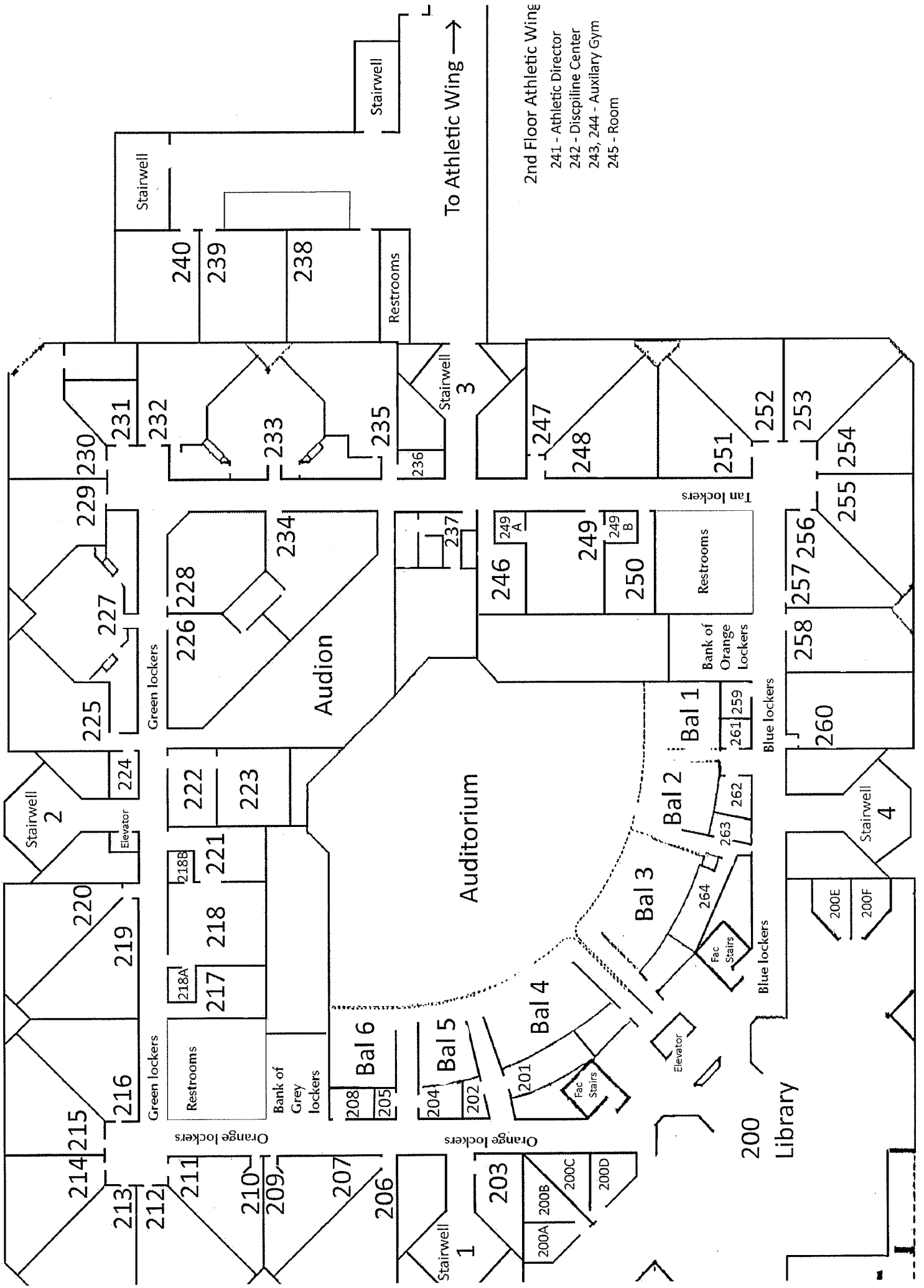
Homework will be given by the class instructor when appropriate. Students are expected to complete their assigned task on time and follow their instructor's guidelines.

COMPUTER USE

Instruction will occur in the classroom setting as well as in the library on available computers. Students will be assigned a login and password. Computer usage will be to enhance classroom instruction and familiarize students with using the various supplemental online instructional programs. All computer use must be in accordance with the Norristown Area School District Acceptable Use Policy.

HIGH SCHOOL EQUIVALENCY TESTING

There are two options for high school equivalency testing in the state of Pennsylvania: GED and HiSET. Instruction in the high school equivalency classroom will provide preparation for both tests. When the instructor feels a student has advanced enough in class, the Adult Evening School will provide the student the opportunity to take the MyGED Official Practice Test, *GED Ready*, at no cost to the student. *GED Ready* is a fairly accurate assessment of the student's ability to perform well on the GED test. The free practice test must be taken at the AES.



2nd Floor Athletic Wing
 241 - Athletic Director
 242 - Discipline Center
 243, 244 - Auxiliary Gym
 245 - Room

To Athletic Wing →

Norristown Area School District 2016-17 School Year Calendar – DRAFT

180 Student Days, 190 Staff Days

JULY	AUGUST	SEPTEMBER
TD = 0 SD = 0	TD = 3 SD = 0	TD = 20 SD = 19
Sun Mon Tue Wed Thu Fri Sat	Sun Mon Tue Wed Thu Fri Sat	Sun Mon Tue Wed Thu Fri Sat
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	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	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	NOVEMBER	DECEMBER
TD = 19 SD = 18	TD = 19 SD = 18	TD = 17 SD = 17
Sun Mon Tue Wed Thu Fri Sat	Sun Mon Tue Wed Thu Fri Sat	Sun Mon Tue Wed Thu Fri Sat
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	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	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	FEBRUARY	MARCH
TD = 30 SD = 29	TD = 18 SD = 18	TD = 23 SD = 22
Sun Mon Tue Wed Thu Fri Sat	Sun Mon Tue Wed Thu Fri Sat	Sun Mon Tue Wed Thu Fri Sat
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	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	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	MAY	JUNE
TD = 15 SD = 18	TD = 22 SD = 21	TD = 12 SD = 11
Sun Mon Tue Wed Thu Fri Sat	Sun Mon Tue Wed Thu Fri Sat	Sun Mon Tue Wed Thu Fri Sat
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	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	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

August	29-31	- Staff Development	
September	1	- Staff Development	
	1	- Grade K, 5, 9 Orientations	
	2, 5	- Labor Day Weekend (No School)	
	6	- First Student Day	
	20	- Early Dismissal – All Schools	
October	3	- Rosh Hashanah (No School)	
	12	- Yom Kippur (No School)	
	21	- Staff Development (No School for Students)	
November	8	- Election Day (No School)	
	11	- Marking Period 1 Ends – HS Only	
	15	- Early Dismissal – All Schools	
	22	- Marking Period 1 Ends – Grades K-8	
	22	- Full Day for Students / Evening Conferences	
	23	- No School for Students / Morning Conferences	
	24-25	- Thanksgiving Break (No School)	
December	6	- Early Dismissal – All Schools	
	26-30	- Winter Recess (No School)	
January	2	- Winter Recess (No School)	
	16	- Dr. Martin Luther King Day of Service (No School)	
	27	- Marking Period 2 Ends – HS Only	
	31	- Early Dismissal – HS Only	
February	17	- Staff Development (No School for Students)	
	20	- Presidents' Day (No School)	
March	7	- Marking Period 2 Ends – Grades K-8	
	7	- Early Dismissal – Grades K-8 Only	
	16	- ½ Day for Students / Afternoon Conferences	
	17	- ½ Day for Students / Afternoon Conferences	
April	4	- Marking Period 3 Ends – HS Only	
	4	- Early Dismissal – HS Only	
	10-14	- Spring Recess	
May	16	- Primary Election Day (Professional Development)	
	29	- Memorial Day (No School)	
June	6	- Early Dismissal – All Schools	
	15	- Last Student Day	
	16	- Last Staff Day	

The following days will be used as make-up days:

Day 1 – June 16	Day 2 – June 19	Day 3 – June 20
Day 4 – June 21	Day 5 – June 22	Day 6 – June 23

<input type="checkbox"/> First Student Day <input checked="" type="checkbox"/> Early Dismissal - All <input type="checkbox"/> Evening Conferences	<input type="checkbox"/> Last Student Day <input checked="" type="checkbox"/> Early Dismissal - HS Only <input type="checkbox"/> Afternoon Conferences	<input type="checkbox"/> Professional Development <input type="checkbox"/> Early Dismissal - Grades K-8 <input checked="" type="checkbox"/> Morning Conferences
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Holidays - No School	Last Staff Day	Marking Period Ends

NORRISTOWN ADULT EVENING SCHOOL

2016/2017

STUDENT HANDBOOK RECEIPT

I ACKNOWLEDGE THAT I HAVE READ AND DO UNDERSTAND THE AES STUDENT HANDBOOK. I WILL FOLLOW THE REQUIREMENTS AS EXPLAINED TO ME IN ORDER TO CONTINUE MY ENROLLMENT IN THE AES CLASSES.

PRINT YOUR NAME: _____

SIGNATURE: _____

DATE OF SIGNATURE: _____

PLEASE GIVE THIS FORM TO YOUR TEACHER AFTER SIGNING. THANK YOU.