

Calendar 2007-2008

Adult Options In Education follows the school calendar as established by District 270 with several alterations.

Important dates for the school year:

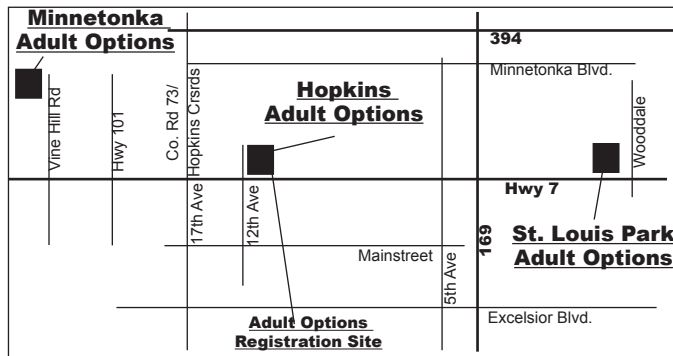
September 10, 2007	First day of classes
October 18	No Class: MEA
Nov. 21 & 22	No Class: Thanksgiving
December 21 - January 6, 2008	No Class: Winter Break
January 5, 2008	Saturday Classes Resume
January 7, 2008	Weekday Classes Resume
January 21	No Class: Martin Luther King Day
February 18	No Class: President's Day
March 14-23	No Class: Spring Break
May 26	No Class: Memorial Day
June 3	GED Graduation

There are no classes in August 2008. Classes resume in September.

Staff:

Jeannie Amundson
Susan Ault
Bernice Brooks
Daniel Bruski
Margaret Genereux
Alice Habel
Carolyn Linoff
Sue Ann Rawlins
Judy Schlichting
Pat Shoop
Kathleen Sullivan
Amy Stegeman
Genevieve Tower

Map



Adult Options In Education

To register a new student, call 952-988-5343.

Hopkins

Eisenhower Community Center
1001 Highway 7
Hopkins, MN 55305
Lead Teacher: 952-988-4096

Minnetonka

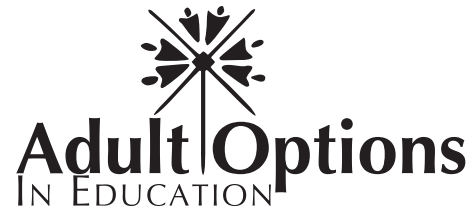
Deephaven Education Center
4584 Vine Hill Road
Deephaven, MN 55331
Lead Teacher: 952-401-6839

St. Louis Park

Central Community Center
6300 Walker Street
St. Louis Park, MN 55416
Lead Teacher: 952-928-6746

Registration/Administration

1001 Highway 7
Hopkins, MN 55305
952-988-5343



Student Handbook

Hopkins Adult Options In Education 2007-2008

Name: _____

Class: _____

Days: **Monday Tuesday Wednesday Thursday Friday Saturday**

Time: _____

Eisenhower Community Center (IKE)

Room Number: _____

**Adult Options In Education
Hopkins School District 270
Classes in Hopkins are offered at:
Eisenhower Community Center
Rooms 319, 321, 323, 325, 327, 327B,
328, 329
1001 Highway 7
Hopkins, MN 55305-4722
952-988-4096**

Teacher: _____

Call this number if absent:

Teacher Phone: _____

Starting Date: _____

* If you are placed on a waiting list, your teacher will call you when space is available.

Welcome to Adult Options In Education in Hopkins!

We hope your attendance here will be pleasant and useful to you! Please read through this Student Handbook. If you have any questions, please ask a teacher.

Goals of ABE

Adult Options In Education is a student-centered program that provides educational services for adults in the community who are sixteen (16) years of age or older, who are presently not enrolled in a regular daytime program, and who have academic skills below the twelfth grade level.

Services are provided to students who want to acquire or improve basic skills in reading, writing, speaking and the English language. Through these services, learners can develop skills in job readiness, accessing community resources, consumer economics, health, citizenship, government and law.

Adult Options In Education classes include:

- ESL: English as a Second Language (ESL) classes are offered to refugees and immigrants whose native language is not English and who are permanent residents of the United States.

- ABE/GED: Adult Basic Education (ABE) classes are for adults who want to develop their skills in basic math, grammar, writing and reading, and work readiness. General Education Development (GED) classes offer learners individualized study in preparation for taking the GED test which provides a high school equivalency diploma.

Classroom Expectations

- Come to class every day.
- Schedule appointments for Fridays or non-class times whenever possible.
- Bring a pencil, paper, folder and a dictionary.
- Be respectful of others.
- Give all classmates a chance to speak.
- Work hard and ask questions.
- Keep your cell phone off or on silent. If you must accept a call, leave the classroom to talk on the phone.

- Learners will be expected to dress appropriately for school. Teachers may provide clothing alternatives when needed.

Smoking & Alcohol

Our schools are tobacco and alcohol-free buildings. Please do not smoke in or near the building, or bring alcohol to school.

Student Behavior Policy

Learners under the influence of drugs or alcohol, or those exhibiting inappropriate behavior for an adult education program will be asked to leave class. Those who continue to behave inappropriately will be terminated from the program.

Student Progress Policy

The Minnesota Department of Education requires all students to make measurable progress toward reaching their academic goals. All Adult Options In Education students will be regularly assessed to determine progress. Students who do not make measurable gains within a 24 month period will be required to meet with their teacher to develop a one-time six month improvement plan in order to continue to receive services.

Attendance Policy

Classes are funded based on attendance. In order to offer classes to the community year-round and to provide effective instruction, regular attendance is important.

The attendance policy:

After 5 absences, a student may be dropped from class and asked to pay the \$10 materials fee again upon returning. The student will need to re-register for class on a space-available basis. Student may be placed on a waiting list. If student is in a 2-day a week program, student is allowed 3 absences a month before s/he is dropped from class.

Transportation

Please see your instructor if you need

transportation to and/or from school. Assistance is available on a limited basis. Eisenhower is accessible from Metro Transit bus #615.

Parking & Entering the Building

At Eisenhower, learners may park in any of the unassigned, unrestricted parking spots surrounding Eisenhower. Everyone should use the main entrance (Entrance B) to the Eisenhower Community Center. Classes are on the third floor of the community center. There is an elevator available. From the front door, walk straight into the main hallway. The elevator is on the left.

Food and Drink

- Food and drink vending machines are located in the first-floor Eisenhower lobby.

- Lunch may be purchased in the Eisenhower Elementary School cafeteria located on first floor of the building (west end). Wetlands Cafe located next to the cafeteria also offers breakfast and lunch items.

We request students not eat or drink while using any of the computers or audio equipment.

Rest Rooms

Rest rooms are located on the east end and west wing of each floor of the building.

Telephones

Learners may use staff phones for brief, local calls by dialing 9 and then the local number. Pay phones are located on the main floor in the front hall. Keep your cell phone off or on silent. If you must accept a call, leave the classroom to talk on the phone.

Children in Classes

For the consideration of all learners children are not allowed in the classrooms.

Childcare

Childcare is available during daytime classes for children ages 18 months to kindergarten on a limited basis. Please see your instructor. Childcare costs \$20 per

month, per child, paid in advance at the beginning of every month. No refunds will be issued. The \$20 fee covers either 9 a.m. to noon OR noon-2:45 p.m. Scholarships are available.

Student Supplies

- Pencil, notebook
- Textbooks provided for classroom use only.
- Extra materials for use outside the classroom are not usually available.
- **A \$10.00 Instructional Material Fee** for classroom materials will be collected during fall and spring semesters. The first payment is due when you begin class.

Absent?

Your regular attendance in class is very important! **Please schedule your personal appointments outside of class time.** If you must be absent, here is what to do:

- Call your teacher (phone number on front of handbook).
- Call Hop-a-ride to cancel for the day at 952-935-8003.
- Childcare participants, tell your teacher and call Childcare Manager Amy Stegeman at 952-988-4135 if your children won't be coming either. *Please also see the section, Attendance Policy, on opposite page.*

Bad Weather Policy

The Director of Community Education is responsible for cancelling classes due to bad weather. The cancellation of classes is announced on WCCO (830 AM) radio, or call 952-988-4096 for an updated message.

Moving? Leaving the program?

If you are moving, or are leaving Adult Options classes, please let your teacher know so we can adjust our records. Thank you.

We will give you a certificate and letter if you let us know at least 3 days before you leave.

Calendar 2007-2008

The Adult Basic Education program at Deephaven Education Center follows the Minnetonka District 276 school calendar. Important dates for the school year:

September 10, 2007	Classes Begin
October 18-19	No Class: Conference/MEA
November 21-23	No Class: Thanksgiving
December 24-January 4, 2008	No Class: Winter Vacation
January 7, 2008	Classes Resume
January 21	No Class: Martin Luther King, Jr. Day
February 18	No Class: Presidents' Day
March 31-April 4	No Class: Spring Vacation
May 26	No Class: Memorial Day
June 3	GED Graduation
July 4	No Class: Independence Day

There are no classes in August 2008. Classes resume in September.

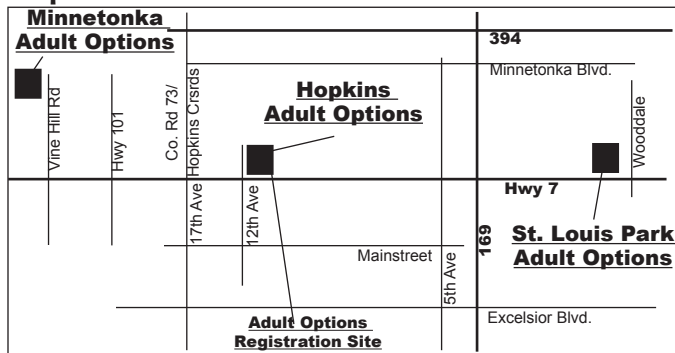
Orientation

- Handbook Supply Fee (\$10 due first and second semester)
 Registration Card Child Care
 Tour Building

Staff

Shahkara Ahmadi
 Kirsten Firehammer
 Mayo Hart
 Joan Klinger
 Angie McMullen
 Pam Nelson
 Mansoureh Shirvani

Map



Adult Options In Education

To register a new student, call 952-988-5343.

Hopkins

Eisenhower Community Center
 1001 Highway 7
 Hopkins, MN 55305
 Lead Teacher: 952-988-4096

St. Louis Park

Central Community Center
 6300 Walker Street
 St. Louis Park, MN 55416
 Lead Teacher: 952-928-6746

Minnetonka

Deephaven Education Center
 4584 Vine Hill Road
 Deephaven, MN 55331
 Lead Teacher: 952-401-6839

Registration/Administration

1001 Highway 7
 Hopkins, MN 55305
 952-988-5343



Student Handbook

Minnetonka Adult Options In Education 2007-2008

Name: _____

Class: _____

Days: Monday Tuesday Wednesday Thursday Friday

Time: _____

Deephaven Education Center

Room Number: _____

Adult Options In Education
Minnetonka School District
 Classes in Minnetonka are offered at:
 Deephaven Education Center
 Rooms 205, 206, 208
 4584 Vine Hill Road
 Excelsior, MN 55331
952-401-6836

Teacher: _____

Call this number if absent:

Teacher Phone: _____

Starting Date: _____

*If you are placed on a waiting list, your teacher will call you when there is space.

Welcome to Adult Options In Education in Minnetonka!

We hope your attendance here will be pleasant and useful to you! Please read through this Student Handbook. If you have any questions, please ask a teacher.

Goals of ABE

Adult Options In Education is a student-centered program that provides educational services for adults in the community who are sixteen (16) years of age or older, who are not enrolled in a regular daytime program, and who have academic skills below the twelfth grade level.

Services are provided to students who want to acquire or improve basic skills in reading, writing, speaking, and the English language. Through these services, students can develop skills in job readiness, accessing community resources, consumer economics, health, citizenship, and government and law.

Adult Options In Education classes include:

- ESL: English as a Second Language (ESL) classes are offered to refugees and immigrants whose native language is not English and who are permanent residents of the United States.

- ABE/GED: Adult Basic Education (ABE) classes are for adults who want to develop their skills in basic math, grammar, writing and reading, and work readiness. General Education Development (GED) classes offer students individualized study in preparation for taking the GED test which provides a high school equivalency diploma.

Classroom Expectations

- Come to class every day.
- Schedule appointments for Fridays or non-class times whenever possible.
- Bring a pencil, paper, folder and a dictionary.
- Be respectful of others.
- Give all classmates a chance to

speak.

- Work hard and ask questions.
- Keep your cell phone OFF or on vibrate. If you must accept a call leave the classroom to talk on your phone.

Smoking & Alcohol

Our schools are tobacco and alcohol-free buildings. Please do not smoke in or near the building, or bring alcohol to school.

Student Behavior Policy

Students under the influence of drugs or alcohol, or those exhibiting inappropriate behavior for an adult education program, will be asked to leave class. Those who continue to behave inappropriately will be terminated from the program.

Student Progress Policy

The Minnesota Department of Education requires all students to make measurable progress toward reaching their academic goals. All Adult Options In Education students will be regularly assessed to determine progress. Students who do not make measurable gains within a 24 month period will be required to meet with their teacher to develop a one-time six month improvement plan in order to continue to receive services.

Attendance Policy

Classes are funded based on attendance. In order to offer classes to the community year-round and to provide effective instruction, regular attendance is important. The attendance policy:

- Student is allowed 5 absences per month. After 5 absences, a student may be dropped from class and asked to pay the \$10 materials fee again upon returning. The student will need to re-register

for class on a space-available basis. Student may be placed on a waiting list. *If student is in a 2-day a week program, student is allowed 3 absences a month before s/he is dropped from class.*

Transportation in Minnetonka

Morning transportation is available to students living in a designated area who have no other means of transportation to and from school. Children under age 4 who ride the bus must have a car seat. If you need bus service, tell your teacher.

Parking

Learners bringing young children may park in the front of the building and all students may park in the south side of the building and in the lot across Vine Hill Road.

Childcare

Childcare is offered to any student in the morning classes on a space available basis. Childcare can be provided only for children 4 months to 5 years old. If you need this service, tell your teacher. All children need immunization forms.

Student Supplies

- **A \$10.00 Instructional Material Fee** for classroom materials will be collected during the fall and spring semesters. The first payment is due when you begin class. Waivers are available through your lead teacher for those unable to pay.
- Please bring a coffee or tea cup from home to leave at school for use during our breaks.

Textbooks

- **Do not take classroom textbooks home** without permission from a teacher.

Library

The Heidi Zinn Larson Memorial Library, in Room 208, has books for adults and

children. Materials can be borrowed by using the sign-out book on the library shelf.

Class Times

- **Morning classes** at Deephaven Education Center are:

Monday, Tuesday, Wednesday & Thursday:

9:00 a.m.-12:30 p.m.

- **Evening classes** at Deephaven Education Center are:

Tuesday & Thursday: 6:30-9:00 p.m.

Absent?

Your regular attendance in class is very important! **Please schedule your personal appointments on Fridays.** If you must be absent, here is what you need to do:

- Call your teacher (952-401-6836).
- Childcare users, tell your teacher that your children won't be coming either.
- Bus riders, call your teacher and Dial-a-Ride **(952-401-1749) by 7:45 a.m.**

Please also see the section, Attendance Policy, on opposite page.

Bad Weather Policy

The cancellation of classes due to bad weather will be announced on WCCO radio (830 am), and television channels 4, 5 and 11. If Minnetonka Public Schools are cancelled, or if there is a late start, Adult Options classes are cancelled for the morning. Evening classes may be in session. (Depending on road conditions).

Moving? Leaving the program?

If you are moving, or are leaving Adult Options classes, please let your teacher know so we can adjust our records. Thank you.

We will give you a certificate and letter if you let us know at least 3 days before you leave.

Calendar 2007-2008

The Adult Basic Education program at Central Community follows the St. Louis Park School District calendar. Important dates for this school year:

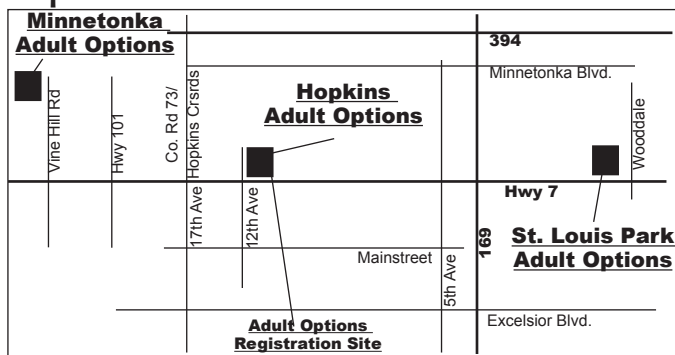
September 10, 2007	First day classes begin
September 11, 2007	First evening classes begin
October 18	No Class: Fall Break
November 21-22	No Class: Thanksgiving Break
December 24-January 3, 2008	No Class: Winter Break
January 7, 2008	Classes Resume
January 21	No Class: Martin Luther King, Jr. Day
February 18	No Class: Presidents' Day
March 31-April 3	No Class: Spring Break
May 26	No Class: Memorial Day
June 3	No Evening Class: GED Graduation

There are no classes in August 2008. Classes resume in September.

Staff

Kathryn Ansley
 Lauren Bear
 Bernice Frisch
 Steve Gernbacher
 Julie Hagen
 Ellen Lowry
 Elizabeth Miller
 Marilyn Nelson
 Sofiya Pevzner
 Jeannie Sorensen
 Kathleen Sullivan

Map



Adult Options In Education

To register a new student, call 952-988-5343.

Hopkins

Eisenhower Community Center
 1001 Highway 7
 Hopkins, MN 55305
 Lead Teacher: 952-988-4096

Minnetonka

Deephaven Education Center
 4584 Vine Hill Road
 Deephaven, MN 55331
 Lead Teacher: 952-401-6839

St. Louis Park

Central Community Center
 6300 Walker Street
 St. Louis Park, MN 55416
 Lead Teacher: 952-928-6746

Registration/Administration

1001 Highway 7
 Hopkins, MN 55305
 952-988-5343



Student Handbook

St. Louis Park Adult Options In Education 2007-2008

Name: _____

Class: _____

Days: Monday Tuesday Wednesday Thursday Friday

Time: _____

Central Community Center

Room Number: _____

Adult Options In Education
St. Louis Park School District
 Classes in St. Louis Park are offered at:
 Central Community Center
 Rooms 205, 207, 208, 209, 210, 211
 6300 Walker Street
 St. Louis Park, MN 55416
952-928-6746

Teacher: _____

Call this number if absent:

Teacher Phone: _____

Starting Date: _____

*If you are placed on a waiting list, your teacher will call you when there is space.

Welcome to Adult Options In Education in St. Louis Park!

We hope your attendance here will be pleasant and useful to you! Please read through this Student Handbook. If you have any questions, please ask a teacher.

Goals of Adult Basic Education

Adult Options In Education provides educational services for adults who are 16-years-old or older who are not enrolled in a regular school and who have academic skills below the 12th grade level.

Adult Options In Education classes include:

- **ESL:** English as a Second Language (ESL) classes are offered to refugees and immigrants whose native language is not English and who are permanent residents of the United States. ESL classes prepare students for employment, citizenship, job training, and higher education. ESL classes also provide access to community resources and introduce American traditions and culture.

- **ABE/GED:** Adult Basic Education (ABE) classes are for students who want to develop their skills in basic math, grammar, writing and reading comprehension. General Educational Development (GED) classes offer students individualized study in preparation for passing the five GED tests, which provide a high school equivalency diploma. ABE/GED classes also provide employment readiness and preparation for further training or higher education.

Student Behavior Policy

Our schools are tobacco-and alcohol-free buildings. Please do not smoke in or near the building, or bring alcohol to school.

Students under the influence of illegal drugs or substances, or those exhibiting inappropriate behavior for an adult

education program, will be asked to leave class. Those who continue to behave inappropriately will be terminated from the program.

Cell Phone Policy

Teachers do not want cell phone use to disturb instruction. All students must turn off their cell phones before class begins. Do not leave class to use your cell phone. Students may check their voicemail for messages during break.

Student Progress Policy

The Minnesota Department of Education requires all students to make measurable progress toward reaching their academic goals. All Adult Options In Education students will be regularly assessed to determine progress. Students who do not make measurable gains within a 24 month period will be required to meet with their teacher to develop a one-time six month improvement plan in order to continue to receive services.

Attendance Policy

Classes are funded based on attendance. In order to offer classes to the community year-round and to provide effective instruction, regular attendance is important. The attendance policy:

- Student is allowed 5 absences per month. After 5 absences, a student may be dropped from class and asked to pay the \$10 materials fee again upon returning. The student will need to re-register for class on a space-available basis. Student may be placed on a waiting list. *If student is in a 2-day a week program, student is allowed 3 absences a month before s/he is dropped from class.*

Absent?

Your regular attendance in class is very important! **Please schedule your personal appointments outside of class time.** If you must be absent, here is what you need to do:

- Call your teacher (Phone number on front of handbook).
- Family Learning participants, call your teacher and call your child's teacher to tell them you won't be coming.

Transportation

Central Community Center is accessible by metro bus #615. Call 612-373-3333 for bus information from your home. Bus tokens are available for students who attend the full-day program. There also might be carpool opportunities with classmates living near you.

Parking & Entering the Building

Students may park in the parking lots that are east and north of Central Community Center. Enter the building on the east end, and come up to the 2nd floor classrooms either by elevator or stairs.

Family Learning Program

The Family Learning Program is for parents who are attending classes and have children ages six weeks to seven years. The parents will attend classes while their infants and toddlers receive quality care and older children attend Early Childhood classes taught by licensed early childhood teachers. As a required part of Family Learning, the parent will also attend Parent/Child Time and Parent Education classes. Transportation is available for residents of the St. Louis Park School district. Students **MUST** provide car seats for their children. Class spaces are limited.

Student Supplies

- Pencil or pen

- Notebook
- **A \$10.00 Instructional Material Fee** for classroom materials will be collected twice a year, once in the fall and again in the spring.

Food and Drink

Coffee and tea are available during break times. Lunch may be purchased in the Central Community Center cafeteria for about \$3. Students are welcome to bring their own lunch.

We request that students not eat or drink while using any of the computers or audio equipment.

Class Times

- **Day Program** classes are:
 - 8:30 a.m. - 2:15 p.m. or
 - 9:15 a.m. - 2:50 p.m. on
 - Monday, Tuesday,
 - Wednesday & Thursday

- **Evening Program** classes are offered 6-8:30 p.m. Tuesday and Thursday.

Bad Weather Policy

The cancellation of classes due to bad weather will be announced on WCCO radio (830 am), and television channels 4, 5 and 11. You may also call 952-928-6746 for a recorded message.

Moving? Leaving the Program?

If you are moving, or you must leave our program, please let your teacher know at least a week before you go. We will give you a certificate of attendance that you can show to your next ESL program or your employer. We also will give you a final evaluation.



Calendar 2007-2008

The Adult Basic Education program at Central Community follows the St. Louis Park School District calendar. Important dates for this school year:

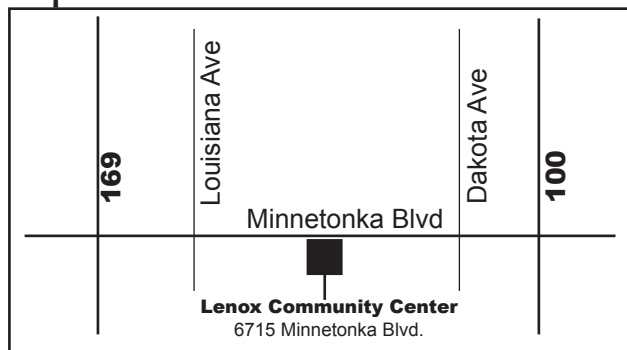
September 10, 2007	First day classes begin
October 18	No Class: Fall Break
November 21-22	No Class: Thanksgiving Break
December 24-January 3, 2008	No Class: Winter Break
January 7, 2008	Classes Resume
January 21	No Class: Martin Luther King, Jr. Day
February 18	No Class: Presidents' Day
March 31-April 3	No Class: Spring Break
May 26	No Class: Memorial Day
June 3	No Evening Class: GED Graduation

There are no classes in August 2008. Classes resume in September.

Staff

Kathryn Ansley
 Lauren Bear
 Bernice Frisch
 Steve Gernbacher
 Julie Hagen
 Ellen Lowry
 Elizabeth Miller
 Marilyn Nelson
 Sofiya Pevzner
 Jeannie Sorensen
 Kathleen Sullivan

Map



Adult Options In Education

To register a new student, call 952-988-5343.

Hopkins

Eisenhower Community Center
 1001 Highway 7
 Hopkins, MN 55305
 Lead Teacher: 952-988-4096

St. Louis Park

Central Community Center
 6300 Walker Street
 St. Louis Park, MN 55416
 Lead Teacher: 952-928-6746

Minnetonka

Deephaven Education Center
 4584 Vine Hill Road
 Deephaven, MN 55331
 Lead Teacher: 952-401-6839

Registration/Administration

1001 Highway 7
 Hopkins, MN 55305
 952-988-5343



Student Handbook

Lenox Community Center St. Louis Park Adult Options In Education 2007-2008

Name: _____

Class: _____

Days: Monday Tuesday Wednesday Thursday Friday

Time: _____

Lenox Community Center

Room Number: _____

Adult Options In Education
 St. Louis Park School District
 Classes in St. Louis Park are offered at:
 Lenox Community Center
 Room 209
 6715 Minnetonka Blvd.
 St. Louis Park, MN 55426
952-928-6444

Teacher: _____

Call this number if absent:

Teacher Phone: _____

Starting Date: _____

**If you are placed on a waiting list, your teacher will call you when there is space.*

Welcome to Adult Options In Education at Lenox Community Center in St. Louis Park!

We hope your attendance here will be pleasant and useful to you! Please read through this Student Handbook. If you have any questions, please ask a teacher.

Goals of ABE

Adult Options In Education provides educational services for adults who are 16-years-old or older who are not enrolled in a regular school and who have academic skills below the 12th grade level.

Adult Options In Education classes include:

- ESL: English as a Second Language (ESL) classes are offered to refugees and immigrants whose native language is not English and who are permanent residents of the United States. ESL classes prepare students for employment, citizenship, job training, and higher education. ESL classes also provide access to community resources and introduce American traditions and culture.

- ABE/GED: Adult Basic Education (ABE) classes are for students who want to develop their skills in basic math, grammar, writing and reading comprehension. General Educational Development (GED) classes offer students individualized study in preparation for passing the five GED tests, which provide a high school equivalency diploma. ABE/GED classes also provide employment readiness and preparation for further training or higher education.

Student Behavior Policy

Our schools are tobacco-and alcohol-free buildings. Please do not smoke in or near the building, or bring alcohol to school.

Students under the influence of illegal drugs or substances, or those exhibiting inappropriate behavior for an adult education program, will be asked to leave class. Those who continue to behave inappropriately will be terminated from the program.

Cell Phone Policy

Teachers do not want cell phone use to disturb instruction. All students must turn off their cell phones before class begins. Students may check their voicemail for messages during break.

Student Progress Policy

The Minnesota Department of Education requires all students to make measurable progress toward reaching their academic goals. All Adult Options In Education students will be regularly assessed to determine progress. Students who do not make measurable gains within a 24 month period will be required to meet with their teacher to develop a one-time six month improvement plan in order to continue to receive services.

Attendance Policy

Classes are funded based on attendance. In order to offer classes to the community year-round and to provide effective instruction, regular attendance is important. The attendance policy:

- Student is allowed 5 absences per month. After 5 absences, a student may be dropped from class and asked to pay the \$10 materials fee again upon

returning. The student will need to re-register for class on a space-available basis. Student may be placed on a waiting list. *If student is in a 2-day a week program, student is allowed 3 absences a month before s/he is dropped from class.*

Absent?

Your regular attendance in class is very important! **Please schedule your personal appointments outside of class time.** If you must be absent, here is what you need to do:

Call your teacher (Phone number on front of handbook).

Transportation

Lenox Community Center is accessible by metro bus #17 and #604. Call 612-373-3333 for bus information from your home. There also might be carpool opportunities with classmates living near you.

Parking & Entering the Building

Students may park in the parking lot that is south of Lenox Community Center. Please park in the lower parking section. Enter the building and come up to the 2nd floor classroom (209) either by elevator or stairs.

Student Supplies

- Pencil
- Notebook
- **A \$10.00 Instructional Material Fee** for classroom materials will be collected twice a year, once in the fall and again in the spring.

Food and Drink

Vending machines are available in the basement of Lenox Community Center.

Class Times

Day Program classes are:

9 a.m. - 11:30 a.m.

Monday - Thursday

Bad Weather Policy

The cancellation of classes due to bad weather will be announced on WCCO radio (830 am), and television channels 4, 5 and 11. You may also call 952-928-6746 for a recorded message.

Moving? Leaving the Program?

If you are moving, or you must leave our program, please let your teacher know at least a week before you go. We will give you a certificate of attendance that you can show to your next ESL program or your employer. We also will give you a final evaluation.

