

*This guide belongs to:*

---

*Last*

*First*

*Middle*

# ESL Student Guide

## 2021 - 2022

### Welcome to our Program



Burbank Adult School  
3811 W. Allan Ave., Burbank, CA 91505 ☎ (818) 729-5950

## **School Calendar 2021-2022**

### **Fall Session: August 16 – December 9**

|   |                         |
|---|-------------------------|
| ESL Registration                              | August 9 - 12           |
| Instruction Begins                            | August 16               |
| Open House                                    | August 25               |
| Labor Day Holiday (No school)                 | September 6             |
| Back-to-School Night - BHS & JBHS (No school) | September 9             |
| Veterans Day (No school)                      | November 11             |
| Adult School (No Evening Classes)             | November 24             |
| Thanksgiving Holidays                         | November 25 - 27        |
| Fall Semester Ends                            | December 9              |
| Winter Recess (ESL)                           | December 13 - January 1 |

### **Spring Session: January 3 – May 5**

|  |               |
|--|---------------|
| ESL Registration                           | January 3 - 6 |
| Instruction Begins                         | January 10    |
| Martin Luther King Day (No school)         | January 17    |
| Open House Adult School                    | January 19    |
| Lincoln Day (No school)                    | February 14   |
| Presidents' Day (No school)                | February 21   |
| Open House – BHS & JBHS (No Adult classes) | March 16      |
| Spring Recess                              | March 21 - 26 |
| Spring Semester Ends                       | May 5         |

#### **CASAS Testing Dates**

**Week of:**

**August 23 – September 1, 2021**

**November 8 – November 18 2021**

**January 24 – February 3, 2022**

**March 7 – March 10, 2022**

**April 18 – April 28, 2022**

## This Student Guide Belongs to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

## My Class Information:

|                      |                      |
|----------------------|----------------------|
| ESL Class: _____     | Room #: _____        |
| Time of Class: _____ | Break Time: _____    |
| Instructor: _____    | Required Book: _____ |

|                      |                      |
|----------------------|----------------------|
| ESL Class: _____     | Room #: _____        |
| Time of Class: _____ | Break Time: _____    |
| Instructor: _____    | Required Book: _____ |

## My Classmates:

| Name | Phone | E-mail address |
|------|-------|----------------|
|      |       |                |
|      |       |                |
|      |       |                |
|      |       |                |

# My CASAS Test Score Record

My name on all test forms is:

\_\_\_\_\_

Last name First name

School ID # \_\_\_\_\_

| Test Date: | CASAS Test Form # | Number Correct (raw score) | Scale Score |
|------------|-------------------|----------------------------|-------------|
| <b>1.</b>  |                   |                            |             |
| <b>2.</b>  |                   |                            |             |
| <b>3.</b>  |                   |                            |             |
| <b>4.</b>  |                   |                            |             |

## ESL Reading Levels

0 - 180 = Reading 1  
 181 - 190 = Reading 2  
 191 - 200 = Reading 3  
 201 - 210 = Reading 4



**My CASAS reading goal is:**  
 1<sup>st</sup> score \_\_\_\_\_ + 5 points = \_\_\_\_\_

211 - 220 = Reading 5  
 221 - 235 = Reading 6  
 236 - 245 = Reading 7



**My CASAS reading goal is:**  
 1<sup>st</sup> score \_\_\_\_\_ + 3 points = \_\_\_\_\_

Welcome to Burbank Adult School! Our Mission is as follows:

The mission of Burbank Adult School is to meet the diverse educational needs of the District and community by equipping lifelong learners with the skills they need to reach their academic, career and personal goals.

### **About the Burbank Adult School**

Adult education began in Burbank in 1937. Classes focused on academic courses and were offered at Burbank High School, John Burroughs High School, and Burbank Continuation High School. Through 1940, the focus of adult education shifted to aircraft, shipbuilding, and war training-related courses. In 1945, there was a shift in emphasis, widening the variety of general adult education courses to include foreign languages, citizenship, public relations, and adding a day program.

In 1960, the first course in English for new Americans was created, and by the 1970s, the English as a Second Language and the Parent Education Departments were established. Over the 1980s and 1990s, the adult education program increased in offering and size. During the year 2000, the ESL program expanded into various industries and also began both the Community Based English Tutoring and Distance Learning programs, as well as the courses for older adults and Vocational ESL.

Today, Burbank Adult School has a large ESL program that consists of core ESL classes, Conversation, Pronunciation, Citizenship and Vocational classes for ESL students. Additional programs are Parent Education, Adult Basic Education, High School Diploma and GED, and a large number of Personal Enrichment classes, like art, chorus, drawing, photography, Spanish, French, Italian, American Sign Language, and many others.

### **Accreditation**

Burbank Adult School is fully accredited by the Western Association of Schools and Colleges (WASC). Accreditation is a process that approves a school's qualifications to provide education and training to students. Accreditation promotes excellence and ongoing improvement for our school.

## Schoolwide Learner Outcomes (SLOs)

Students will be dedicated learners who:

- Develop and implement meaningful educational, career, and personal goals.
- Demonstrate persistence, focus and responsibility for successful completion of the program in which they are enrolled.

Students will be effective communicators who:

- Comprehend, analyze, and respond appropriately to verbal, print and visual media.
- Actively participate in their communities as productive and civically-engaged members.

Students will be lifelong learners who:

- Pursue educational, college, career, and/or enrichment pathways and opportunities for their families and themselves.
- Research and utilize community resources effectively.
- Maintain and improve adaptive life and technology skills in a global society.

Students will be critical thinkers and problem solvers who:

- Demonstrate the ability to process, evaluate and integrate information from a wide variety of sources.
- Analyze various data effectively in order to increase personal and workplace productivity.

## Course Information

Our curriculum has been certified by the California State Department of Education. We offer courses in the area of:

|                                       |                               |
|---------------------------------------|-------------------------------|
| Adult Basic Skills                    | Parent Education              |
| High School Academic Subjects         | Fine Arts                     |
| English as a Second Language          | <del>Foreign Languages</del>  |
| Medical Math                          | Computers and Technology      |
| Medical Terminology                   | Office Occupations            |
| Information/Communication Occupations | Physical Therapy Aide         |
| Health Care Occupations               | Workforce Readiness Institute |

## Student Conduct

Students are asked to follow simple rules of conduct at the Burbank Adult School. We hope they help to make your time here pleasant and secure.

- **Smoking is ILLEGAL anywhere on campus.**
- Treat everyone, staff and students, with courtesy and respect.
- Avoid unnecessary talking in class.
- Throw trash in the trashcans.
- Leave the restroom clean and neat. Wash your hands before you leave.
- Do not use cell phones during class. Use the vibrate option if necessary.
- Minor children are not permitted to attend class
- Visitors need to report to the Main Office for assistance.

## Dress Code

Please wear appropriate clothes for a learning environment: no underwear showing, no halter-tops, no bare midriffs and no gang-attire.

## Grounds for Instant Dismissal

- Using, possessing or coming to school under the influence of drugs or alcohol.
- Threatening or harassing another person.
- Writing graffiti on any surface.
- Damaging property belonging to the school or another person.

## Where To Go

All Burbank Adult School students have the right to visit with counselors or administrators to share his/her concerns. Most concerns can be resolved quickly if you know where to report them. Please use the following guidelines:

Bookstore – Main office (A110)

Class or program concerns – Director’s office (A103) or Program offices

Classes for next semester – ESL office (A102)

Emergencies – Main Office (A110)

Letters of verification – Main Office (A110)

General Contact Information:

**Burbank Adult School**  
**3811 W. Allan Avenue**  
**Burbank, CA 91505**  
**(818) 729-5950**  
[www.burbankusd.org/bas](http://www.burbankusd.org/bas)

| Staff |  |  |
|-------|--|--|
|-------|--|--|

|                             |   |           |
|-----------------------------|---|-----------|
| Director of Adult Education | Wendy Heard                             | Ext.33901 |
| Assistant Principal         | Vacant                                  | Ext.      |
| Counselors                  | Cindy Lee, Duc Nguyen, Jonathan Vasquez | Ext.33910 |
| ESL Department Chair        | Dr. Lia Lerner                          | Ext.33921 |
| CCAIE Chapter President     | Margaret Cooney                         | Ext.33401 |
| Parent Education Department | Chris Tutak                             | Ext.33930 |
| CASAS Coordinator           | Yanira Chavez                           | Ext.33905 |
| ESL Office Specialist       | Celina Arellano                         | Ext.33922 |
| Office Manager              | Ilya Mindlin                            | Ext.33902 |
| Attendance                  | Jill Thomas                             | Ext.33904 |
| Secretary                   | Lucy Alexan                             | Ext.33907 |

| Student Services |
|------------------|
|------------------|

**Counseling**

Counseling services include vocational, educational and personal counseling information. Students may make an appointment with a counselor at extension 33910 or in the counseling office, room A115. The Counseling / College and Career office is open Monday through Thursday from 8:00 am to 8:300 pm. Friday 8:00 am to 4:30 pm. Saturday 7:30 am to 1:00 pm.

**CASAS**

CASAS (Comprehensive Adult Student Assessment System) Tests are designed specifically for adult students. They do not measure intelligence; they only measure your ability in a specific skill. All students who enter ESL classes will be administered a pre-test and several weeks after a post-tests. CASAS testing happens in all California adult schools. Federal funding is based on how much you improve from your pre- to your post-test. CASAS testing has nothing to do with immigration, welfare or the court system. Only school officials will see your test scores.



### **CalWORKs**

The Burbank Adult School provides verification services for CalWORKs/GAIN trainees. Please contact Jill Thomas in the main office at extension 33904 for more information.

### **Student Council/Safety Committee**

The Burbank Adult School provides a variety of ways for students to directly impact improvements in the school. One way is with the student council. Each class is asked to select a student to represent their class in the student council. Meetings vary throughout the year. Please contact Chris Tutak in A106 (BAS).

### **CCAE (California Council for Adult Education)**

The mission of CCAE is to take a leadership role in promoting adult education, providing professional development, and effecting change to serve the needs and interests of adult education. It is the only organization that fights strictly for adult education. During these times of budget cuts, it is vital for staff, students and friends of adult education to join CCAE.

## Goals and Goal Setting

Success doesn't come from setting goals. Setting a goal won't make you successful. What makes you successful is the achievement of the goal, which is accomplished step-by-step. The secret to getting the goals you set begins with setting **short-term goals that lead to long-term goals**. Please think about why you want to learn English and share your thoughts below. Your teacher will work with you more on goals and goal setting.

**1. Why do I want to learn English?**

**2. What is the most important thing I want to be able to do with my English by the end of the program?**

## Opportunities to Practice English with Native Speakers

By taking another class at the Burbank Adult School you can have opportunities to practice English with native speakers. It's a great way to meet Americans and practice your English while learning something interesting. Here are a few suggested classes to consider that don't require advanced English:

Beginning Drawing  
Chorus  
Gentle, Mindful Yoga  
Sewing

First Aid/CPR  
Computers for Beginners  
Dance  
All About Social Media

## How to Learn English

The best way to learn English is to have good study habits and speak English in your daily life.

### I. ENGLISH IN THE CLASSROOM

The following good study habits in the classroom will help you learn English.

#### A. Organize your time.

- Each term, write your class dates and hours on a calendar so you know when to go to class.
- Go to class as often as possible!

#### B. Come to class prepared.

When you attend class, bring the following:

1. pencil or pen
2. notebook
3. handouts from class
4. ESL textbook (if purchased)
4. ESL Workbook
5. dictionary
6. Orientation Guide

#### C. Learn by participation in class.

- Listen and pay attention. Ask questions.
- Speak English. *Don't be afraid to make mistakes! It is normal!*

#### D. Communicate with your teacher.

- Tell the teacher about absences and work or family obligations.
- Talk to the teacher if you are having problems in the class or if you feel like you are not learning.

#### E. Speak with your classmates outside of class.

- Exchange phone numbers and/or email addresses with classmates who do not speak your native language. Call each other and talk about your homework and what you are learning about. Take trips with your classmates (the library, the park) and speak English.

- Find a friend who will meet you and practice speaking English over coffee once or twice a week.

## II. LEARNING ENGLISH AT HOME

- Read in English at least 4 times a week. Ask your teacher for suggested books and other resources at your level. You don't need to understand every word!
- Keep a journal in English. Your writing doesn't need to be perfect – just write! Ask your teacher for suggestions.
- Watch TV in English. Use closed caption TV. You can follow the subtitles in English.
- Rent movies in English.
- Listen to the radio. Listen to music and ask your teacher or your classmates to help you understand the words to a favorite song.

### Attendance Requirements

Your instructor expects you to come to school every day, be on time, stay the entire time and do your best. It is **very important** that you attend **every day**. Due to the intense nature of the program, it will be very difficult for you to make up what you are missing if you are not in class. We are asking you to make a serious commitment to attend class every day.

# Useful English Expressions

## Asking for Clarification/Repetition

How do you say \_\_\_\_\_ in English?  
How do you spell \_\_\_\_\_?  
How do you pronounce \_\_\_\_\_?  
What does \_\_\_\_\_ mean?  
Excuse me?

## Expressing Understanding

I understand.

## Lack of Understanding

I don't understand.

## Agreeing

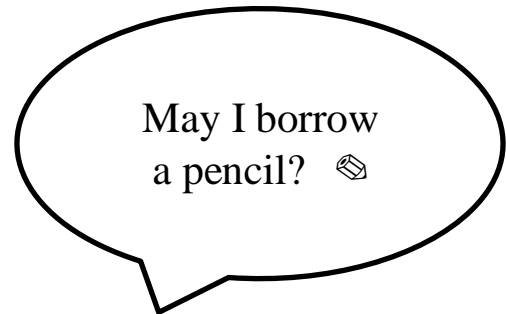
You're right. / That's right.

## Disagreeing

I don't think so.

## Asking for Permission

May I sit here ?  
Can I close the door ?

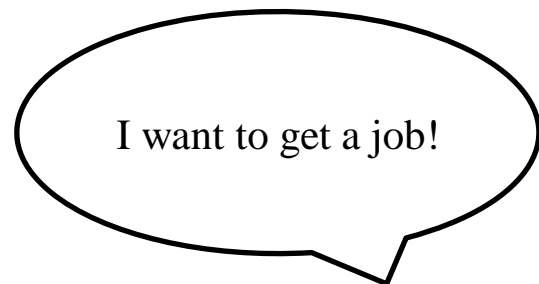


## Making Requests

Can you help me?  
Can I talk to you?

## Expressing Wants/ Desires

I need a a paper .  
I want to learn English.  
I would like some coffee.



## Apologizing

I'm sorry.  
Excuse me.

## Responding to Apologies

That's ok.  
No problem.

# VERB CHART

| <b>Present</b> | <b>Past</b> | <b>Participle</b> |
|----------------|-------------|-------------------|
| am/is/are      | was/were    | been              |
| become         | became      | become            |
| begin          | began       | begun             |
| bite           | bit         | bitten            |
| blow           | blew        | blown             |
| break          | broke       | broken            |
| bring          | brought     | brought           |
| build          | built       | built             |
| buy            | bought      | bought            |
| catch          | caught      | caught            |
| choose         | chose       | chosen            |
| come           | came        | come              |
| cost           | cost        | cost              |
| cut            | cut         | cut               |
| do             | did         | done              |
| draw           | drew        | drawn             |
| drink          | drank       | drunk             |
| drive          | drove       | driven            |
| eat            | ate         | eaten             |
| fall           | fell        | fallen            |
| feed           | fed         | fed               |
| feel           | felt        | felt              |
| fight          | fought      | fought            |
| find           | found       | found             |
| fit            | fit         | fit               |
| fly            | flew        | flown             |
| forget         | forgot      | forgotten         |
| forgive        | forgave     | forgiven          |
| freeze         | froze       | frozen            |
| get            | got         | gotten            |
| give           | gave        | given             |
| go             | went        | gone              |
| grow           | grew        | grown             |
| hang           | hung        | hung              |
| have           | had         | had               |
| hear           | heard       | heard             |

| <b>Present</b> | <b>Past</b> | <b>Participle</b> |
|----------------|-------------|-------------------|
| hit            | hit         | hit               |
| hold           | held        | held              |
| keep           | kept        | kept              |
| know           | knew        | know              |
| leave          | left        | left              |
| lend           | lent        | lent              |
| lie            | lay         | lain              |
| lose           | lost        | lost              |
| make           | made        | made              |
| mean           | meant       | meant             |
| meet           | met         | met               |
| pay            | paid        | paid              |
| read           | read        | read              |
| ride           | rode        | ridden            |
| rise           | rose        | risen             |
| run            | ran         | run               |
| say            | said        | said              |
| see            | saw         | seen              |
| sell           | sold        | sold              |
| send           | sent        | sent              |
| shrink         | shrank      | shrunk            |
| sing           | sang        | sung              |
| sit            | sat         | sat               |
| sleep          | slept       | slept             |
| speak          | spoke       | spoken            |
| spend          | spent       | spent             |
| stand          | stood       | stood             |
| steal          | stole       | stolen            |
| stick          | stuck       | stuck             |
| sweep          | swept       | swept             |
| take           | took        | taken             |
| teach          | taught      | taught            |
| tell           | told        | told              |
| think          | thought     | thought           |
| understand     | understood  | understood        |
| wake           | woke        | woken             |
| wear           | wore        | worn              |
| win            | won         | won               |
| write          | wrote       | written           |

