



Adult English Learning Center
LIGHTING THE WORLD ONE MIND AT A TIME THROUGH LANGUAGE
Serving Our Community Since 1994... and Moving Forward

PROJECT LIGHT of MANATEE, INC. RULES AND REGULATIONS

Students are enrolled into an English Language class according to proficiency level based on the results of a placement test.

There is a \$30.00 registration fee assessed each semester that may be waived in certain circumstances. Students are provided a student's book, student workbook, notebook and class folder once enrolled. Students will follow the teacher's instructions and be respectful to the teacher and fellow classmates.

Cell phone use **is not allowed** in class, unless a teacher permits its use as an educational tool for games, a dictionary, and /or a project preparation.

Students must use the class folder (stays in school) to complete "Exit Ticket" assignment at the end of each class to show learning progress. Tests are given at the end of each unit to monitor language proficiency improvement.

Students must attend classes **regularly** and **be on time**. Students must call Project Light (941) 745-1659 if the student won't be at class. *When calling, tell the office staff **your name and the class you take**.*

Missing more than one week of classes without a reason, will result in removal from the class. Your seat in the class will be given to someone who is on the waiting list.

If you have a special situation (international travel, prolonged illness, temporary job change, found a new job, schedule change, etc.), you may ask for permission to stay in a class and be absent for more than one week. Permission must be obtained from the Program Director. The absence form is in Project Light office.

PROJECT LIGHT OF MANATEE, INC. provides an educational and learning environment to students in order to develop their English language proficiency. Teachers at PROJECT LIGHT OF MANATEE, INC. are volunteers and use their personal time and knowledge to teach at PROJECT LIGHT OF MANATEE, INC.

PROJECT LIGHT provides students with learning material (a student's book, a student's workbook, a notebook, and a class folder.) PROJECT LIGHT will conduct unit tests on a regular basis to evaluate student's language development. Data collected will be used to adjust instruction and provided support needed to help a student to increase his/her language proficiency. PROJECT LIGHT will collect data on student's language growth and keep records of student attendance. *Learning is a long process and requires commitment and discipline. These qualities are essential for a student's success in finding a job, building a career, and establishing him/herself in the new country.* PROJECT LIGHT Program Director may provide a student seeking employment a **reference letter** based on the student's performance in school.

I have read and understand these Rules and Regulations.

Student Signature _____

Date _____