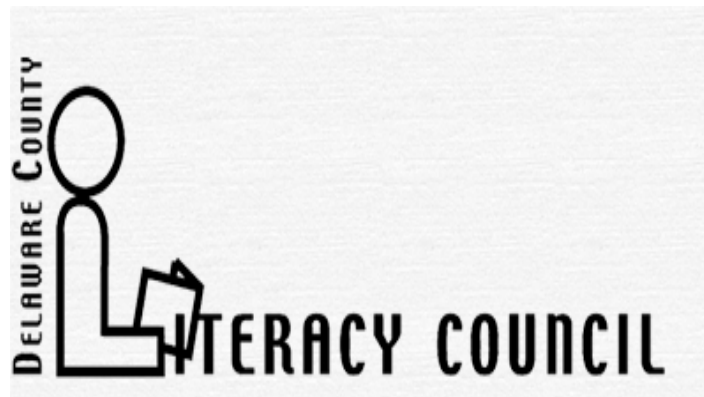


**DELAWARE COUNTY
LITERACY COUNCIL (DCLC)
ADULT LEARNER
HANDBOOK**



2217 Providence Avenue

Chester, PA 19013

610-876-4811

www.delcoliteracy.org

MISSION

The Delaware County Literacy Council (DCLC) works with adults, who wish to read, write, speak and understand English, helping them to increase their communication skills and to participate more fully in society. The Council uses volunteers to ensure that programs are free and accessible to everyone.

ORGANIZATION

The Delaware County Literacy Council is dedicated to providing free, individual and small group literacy instruction to non- and low-reading adults residing in Delaware County, through a county-wide network of trained volunteer tutors and instructors. It is the oldest, largest and only organization in the county whose sole mission is adult literacy.

HISTORY

The Delaware County Literacy Council was formed in 1975 by a coalition of volunteers concerned by the number of people they saw who were frustrated by their inability to read and write. These programs are based on Laubach's model of "Each one, teach one," with learner-tutor teams forming the core of instruction.

DCLC's programs are offered free of charge to low-reading or non-English speaking adult residents of Delaware County without qualification. Over 15,000 adults have been served by DCLC since its founding. For these adults, basic literacy is the first step toward exercising more control over their own lives.

ADULT AGREEMENT

Please review this carefully before signing

Every learner is expected to show respect for his/her tutors, staff members, volunteers and other adult learners at all times. Lack of respect for others will result in appropriate disciplinary action, which may include dismissal from the program.

Delaware County Literacy Council will not accept any form of physical or non-physical violence in its programs, classes or facilities, including without limitation, intimidation, cruelty, harassment, mistreatment or physical harm. Any learner who exhibits these behaviors during class time or while in a DCLC operated facility or DCLC sponsored activity will be immediately dismissed from the program. No weapons are permitted inside DCLC or tutoring sites.

Delaware County Literacy Council will not accept the possession, use, presence, sale or manufacture, or being under the influence of alcohol, or illegal drugs in any of its programs, classes or facilities. Any learner who is determined to be in violation of this provision will be immediately dismissed from the program.

Delaware County Literacy Council will not accept profanity in the classroom or on the premises or during any DCLC sponsored activity. Any adult education learner using profanity in violation of this policy will be subject to appropriate disciplinary action, which may include dismissal from the program.

We encourage adult learners to use DCLC computers for education and job search purposes. DCLC computers are not to be used for personal entertainment or social networking.

I have read and agree to each of the statements above. I understand that my failure to demonstrate appropriate behavior may result in my being dismissed from Delaware County Literacy Council. Grievances should be taken up with the Adult Education Coordinator.

Signature _____ Date _____

ABSENCE POLICY

Adult learners in DCLC classes are required to attend all scheduled classes. There is a maximum of **4 absences** in a 12 week period. Any learner who exceeds these absences will be automatically dropped from the program and can apply for the next readmission.

FIRE DRILLS

Fire Drills are held quarterly at DCLC, 2217 Providence Avenue, Chester, PA 19013; instructions will be provided by staff prior to the drill.

INCLEMENT WEATHER

DCLC will close if there is a State of Emergency or if Wawa closes.

EXPECTATIONS

Adult learners are required to attend class 2x a week for 2 1/2 hours each session. Learners working with tutors are required to attend sessions 2x a week for 1 1/2 hour each session.

DCLC DRESS CODE POLICY

In order to provide an environment conducive to learning, DCLC has developed a standard of dress. All people involved with DCLC have the responsibility of dressing appropriately. Any individual who comes to DCLC and is deemed to be inappropriately dressed will be excused for that day. The list below describes some of what is considered to be inappropriate attire for DCLC.

- ◆ Cutoff shorts or low cut pants which reveal underwear when sitting, standing or bending.
- ◆ Spandex and Lycra worn alone
- ◆ Spaghetti straps or tube tops
- ◆ Off the shoulder tops
- ◆ Tops revealing midriff
- ◆ Any tops revealing the breasts
- ◆ Underwear (boxers, briefs, thongs) worn as outerwear
- ◆ Hats or hoodies covering the head
- ◆ Any clothing displaying foul, derogatory language or pictures.

We are asking all learners to respect the DCLC learning environment just as they would be expected to do in the workplace. Any questions about what is appropriate or inappropriate dress for DCLC please speak directly with a DCLC volunteer, instructor or coordinator.

I, _____, understand the above DCLC Dress Code Policy and agree to adhere to the requirements. Failure to do so could result in the dismissal from DCLC.

Signature _____, Date _____

**TO REGISTER FOR THE GED TEST YOU MUST
PROVIDE THE FOLLOWING;**

Proof of Pennsylvania Residency

Proof of Age (at least 18 years old),

Government issued Photo Identification (current)

GED REGISTRATION

www.ged123.org

GED TESTING SITES

Chester Upland High School

200 W. 9th St.

Chester, PA 19013

610-447-3700

Delaware County Community College

Marple Campus

901 Media Line Rd.

Media, PA 19063

GED Testing - 610-359-7373

www.dccc.edu

GENERAL INFORMATION

Delaware County Literacy Council
2217 Providence Avenue
Chester, PA 19013
610-876-4811
www.delcoliteracy.org

DCLC STAFF

Madeline Bialecki, Executive Director
Deb Charley, ESL Coordinator
Karen Hamilton, ABE Coordinator
Susan Keller Volunteer Coordinator
Tatiana Moskatova, Data Entry
Naomi Bailey*, Math Coordinator
Gloria Beam, GED Instructor
Patricia Boccella*, Administrative Assistant
Gwen Cottman*, GED Instructor
Maureen Culbert*, Bookkeeper
Ann Gilligan*, Workplace Literacy Instructor
Nancy Kirkwood*, ESL Instructor
Kim Kondla*, Tutor Trainer
Bob Preston*, Tutor Trainer

*part-time staff

Quotes from GED grads...

“It would be a poor choice to forget the past; however; it would b a wise choice to leave the past. A promising future begins now!”

Bill Killinger

“Change your attitude and it will change your life. Determination is the key to the future.”

Cynthia A. Williams

“Go forward, don’t give up, and keep focused.”

Annie Williams

“The person who graduates today and stops learning tomorrow is uneducated the day after.”

Author Unknown

Submitted by Courtney Esposito