



Worcester Public Schools

Worcester Adult Learning Center

STUDENT HANDBOOK

2025-2026

24 Chatham Street | Worcester, Massachusetts

508-799-3090

worc-alc.org

Worcester Public Schools
School Committee

Mayor Joseph M. Petty

Vanessa Alvarez

Diana L. Biancheria

Maureen Binienda

Alex Guardiola

Jermaine Johnson

Susan Mailman

Molly O. McCullough

Kathleen Roy

The Worcester Adult Learning Center funding is provided by the Worcester Public Schools and the Massachusetts Department of Elementary and Secondary Education.

“In accordance with the Federal and State Laws including but not limiting it to Title IX, and Chapter 622, the Worcester Public Schools is committed to all persons who are entitled to attend public schools, work, and advance on the basis of merit and ability regardless of race, color, sex, religion, national origin or disability.”

Worcester Public Schools Calendar 2025-2026

AUGUST 2025						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
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31						

NOVEMBER 2025						
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FEBRUARY 2026						
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MAY 2026						
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31						

SEPTEMBER 2025						
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28	29	30				

DECEMBER 2025						
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MARCH 2026						
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JUNE 2026						
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OCTOBER 2025						
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JANUARY 2026						
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APRIL 2026						
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JULY 2026						
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No School Days

- September 1:** Labor Day
- October 13:** Indigenous People's Day / Columbus Day
- November 4:** Staff Development Day
- November 11:** Veterans' Day
- November 26 – 28:** Thanksgiving
- December 24 – 31:** Holiday Vacation
- January 1:** New Year's Day
- January 2:** Non-School Day
- January 19:** Martin Luther King Day

- January 26:** Staff Development Day
- February 16:** Presidents' Day
- February 17 – 20:** Winter Vacation
- March 9:** Staff Development Day
- April 3:** Non-School Day
- April 20:** Patriots' Day
- April 21 – 24:** Spring Vacation
- May 25:** Memorial Day
- June 19:** Juneteenth Day
- July 4:** Independence Day

Dates to Remember

- August 21 – 22:** Teacher / Staff Reporting
- August 25:** First Day of School
- August 28:** First Day for PreK & K
- October 31:** End of Quarter 1
- January 16:** End of Quarter 2
- April 2:** End of Quarter 3
- May 26:** Last day of School for Seniors
- June 3:** Pre-School and Kindergarten Open House
- *June 12:** End of Quarter 4/Last day of School

Other Major Religious & Cultural Days

- September 22:** Rosh Hashanah Begins
- October 1:** Yom Kippur Begins
- November 12:** Diwali Begins
- December 14:** Hanukkah Begins
- December 26:** Kwanzaa Begins

- January 6:** Three Kings Day
- February 17:** Lunar New Year
- February 18:** Ramadan Begins
- February 18:** Ash Wednesday
- March 19:** Eid al-Fitr Begins

- April 1:** Passover
- April 3:** Good Friday
- April 5:** Easter
- April 13:** Orthodox Easter
- May 7:** Eid al-Adha Begins

■ = DAYS WHEN SCHOOL IS NOT IN SESSION FOR STUDENTS

**Last day of school may change in response to the number of snow days used during the school year*

There will be no school for Pre-School or Kindergarten on Wednesday, June 3, 2026 (due to the Pre-School and Kindergarten Open House).

Major Religious & Cultural Days: Be cognizant of the variety religious holidays when planning events

Welcome!

Welcome to the Worcester Adult Learning Center and congratulations on deciding to take this important step for your future! This decision will help you improve yourself and work toward an improved future and reaching your goals. Many successful people have taken this step before you.

We know that success will require effort and determination. The keys to your success will be great attendance, an excellent attitude and outstanding effort. We are sure with these traits, you will achieve success. School is now your job. You have important work to do here. We look forward to helping you reach your goals.

Our Mission

It is the mission of the Worcester Adult Learning Center to provide effective adult secondary education services for the educationally disadvantaged so that every adult member of the community will be literate and possess the knowledge and skills necessary to qualify for further education, job training, employment and to reach their full potential and goals as a parent, citizen of the city, state and nation.

Worcester Adult Learning Center

Adult Education Administration

Jennifer B. Brunelle, Director, Adult Education

Beth McDermott- Assistant Director, Adult Education

Kristin Barafo- Career Navigator

Crystal Gniadek- Advisor/Data Collector/ADA Coordinator

Contact Information

Main Office- (508)799-3090

Class Offerings

- ESOL (English for Speakers of other Languages) 1, 2, 3
- ASE (Adult Secondary Education) Pre-ASE, and ASE
- ASE Math
- Family Literacy (ESOL for Parents and Caregivers)
- CNA Training
- Career Readiness

Times and locations of classes vary.
See your advisor for availability and enrollment.



Attendance + Participation= Keys to SUCCESS!

While being in class can be an enjoyable experience, understand that as a state-funded program, standards regarding attendance and participation must be maintained in order for us to continue providing services for our community. These standards are for your benefit, since attendance and participation are the key to reaching your goals!

Requirements:

- You are required to attend classes on a regular basis and maintain an 85% attendance rate. (Which means you cannot have more than 2 unexcused absences in a month.) If you fall below the 85% attendance rate, you risk losing your seat to another student on the waiting list.
- Please make every effort to schedule required appointments outside of class hours in order to keep your slot in our program. We will work with you to help you reschedule and schedule future appointments. (i.e. doctors, dentists appointments.)
- You must call to let your teacher know when you will be absent. Proof of appointments will be needed upon return, to excuse any absences.
- You must be on time for class. Any arrival 15 minutes after the start of class will be considered a tardy. Two tardies will be considered an absence. Please do your best to be on time. If this was a job, you would be penalized for being late. Let's start good habits!

Class time is very valuable. Take advantage of the opportunity to work with your teachers and classmates.



Goal Setting

Your Goal Setting Process begins at the student orientation and continues throughout your academic career with the help of your advisor and your teachers. This helps you to develop a pathway to success. You will be identifying long term and short term career, education, and family goals. This will help us create an action plan for you to reach your goals in the fastest and most efficient way.



Academic and Career Advising

You will meet with your advisor/career navigator during each semester to work on your career and college plan. The advisor is also available to you for any additional help, support or information you may need at any time.



Respect and Community Building

It is important for our students to feel comfortable to learn in our classes. The teachers work hard to create a safe learning space. Students need to be respectful or other classmates, teachers and staff. The classroom is a place where we need to feel comfortable to make mistakes and learn.

Please treat classrooms, materials, bathrooms and other building areas in a respectful manner. We take pride in our center and hope you will too!

Testing Procedures

Testing is an important part of tracking your progress. It is very beneficial to see where you began, to where you will go! You will be required to take a Pre and Post assessment test as mandated by the (DESE) the Massachusetts Department of Elementary and Secondary Education, within a specific amount of time. When you enroll in this program you will be required to commit to those tests and work hard. Making significant gains in your scores will enable you to move up academic levels.

Adequate Progress Policy

If a student should fail to make progress, on the appropriate standardized assessment, for two consecutive testing periods, then a review of the student's educational plan will be scheduled.

The review will be conducted by the student's current teacher, the advisor and the program director. The student will be a full participant in the review, at all times. Based on the review, a decision will be made on whether or not to continue with the student's educational plan or to transition the student to a more appropriate plan or program. All possible attempts will be made to help the student progress in his or her current program. If, an agreement cannot be reached, *then all final decisions will be made by the program director.*

Accommodations

We recognize that some students may need special accommodations in order to inquire about or access services. Individuals with physical or learning disabilities are encouraged to identify any problems with accessibility or participation so the staff can help you to make appropriate accommodations. Please see the ADA coordinator, for further support.

Fire Drill/Emergency Exit Plan

When the emergency alarm sounds, everyone must evacuate the building in a speedy, careful manner. Each room has an evacuation plan posted near the door. Please become familiar with your classroom evacuation plan. Everyone needs to exit the stairway that is closest to your location.

Areas of Rescue

Areas of Rescue are located on each floor of the Fanning Building. The areas are clearly marked. Any student with a disability or who are unable to use the stairs must go to the designated areas of rescue for emergency evacuation assistance.

Child Care

Unfortunately, there are no facilities or personnel available for children in the Adult Learning Center. Children cannot accompany students to class. Friends also, may not accompany students to class.

Illegal Substances

The possession or use of any illegal substance in the Adult Learning Center is strictly forbidden. Use or possession of such substances will lead to expulsion. For further information, see Appendices.

Cell Phones

Cell phones may not be used for personal use in the building. If they are being used for educational purposes in class, the teacher will need to approve. No

personal phone calls can be taken in class, the halls or in the building. Please go outside to make all personal phone calls.

Office Telephones

It is possible to use the office phone in an emergency. You may not be called to the phone, except for serious reasons.

Confidentiality

Student information and records are confidential and will not be released to anyone, including friends or family, without permission.

Weapons

A student shall not possess, use or attempt to use any weapon on school property. Any pupil in possession of a weapon, including, but not limited to a gun or knife, on school property will be subject to expulsion from the program.

Parking

There are no facilities for student parking. There is parking available in a nearby parking lot behind the Worcester Public Library (3 Salem Square.) It is possible to park for more 1-2 hours at these meters. There are also parking meters in the streets nears the school. There are three (3) parking garages in the area.

Tobacco

There can be no use of any tobacco products in or on the Adult Learning Center property. All smoking needs to be done across the street from the Fanning building.

Visitors

Visitors should meet you outside the building. No guests or visitors should accompany students in the building or into classes, unless permission has been given by an administrator. All visitors must sign in at the front desk, and they will need to check in at the front office if they need to contact you during class time.

Inclement Weather

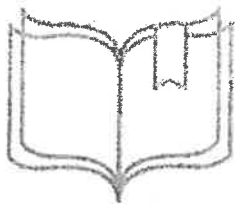
In the event of inclement weather, school may be cancelled. If school is cancelled for Worcester Public schools, classes at the Learning Center will be cancelled. If there is a delay for the Worcester Public Schools, classes at the Adult Learning Center will be cancelled, as well. Tune in to WBZ, WCVB or WHDH for school closings. Also, check the www.worcesterschools.org website.

Technology

Technology is a part of our daily classroom. We work hard to prepare our students with the technology skills needed in today's world.

You must maintain the following guidelines when using all technology that is property of the Adult Learning Center.

1. A staff member must be present for student computer use in the lab.
2. We expect that the users of the Adult Learning Center computers, iPads, network resources and other devices will be used in a responsible manner.
3. The student users have a responsibility to respect the privacy and intellectual property rights of others.
4. Students are not allowed to load any software on the Adult Learning Center computer and devices.
5. Students are not allowed to download any material to computers or iPads without permission from a teacher.
6. Students are also asked not to visit any websites created for use for illegal or illicit purposes and viewing, listening to, storing and/or distributing obscene or objectionable materials.



Worcester Adult Learning Center



Attendance and Enrollment Agreement

"Our goal at WALC is to provide a seamless learning experience. Once you are enrolled in a class, we encourage you to actively participate and attend classes regularly to make the most of your educational journey.

Attendance and participation are the key to reaching your goals"

-Director, Jennifer Brunelle

- You are required to attend classes on a regular basis and maintain an 85% attendance rate. This means you cannot have more than 2 unexcused absences in a month.
- You must be on time. Any arrival 15 minutes after the start of class will be considered late. Two lates will equal an absence. Let's develop good habits, if this were a job, you would be penalized for being late.
- You must call and let your teacher know when you will be absent.
- Please make every effort to schedule required appointments outside of class hours. Proof of appointment may be requested upon return, to excuse any absences.
- Excessive excused and/or unexcused absences may result in your unenrollment from the program.

I understand and agree to accept the above conditions:

Student Signature _____

ALC Official Signature _____

Date: _____



Worcester Public Schools

The Adult Learning Center is funded by the Massachusetts DESE - Adult and Community Learning Services Division and by the Worcester Public Schools.

The Worcester Public Schools is an Equal Opportunity/Affirmative Action Employer/Educational Institution and does not discriminate regardless of race, color, gender, age, religion, national origin, gender identity, marital status, sexual orientation, disability or homelessness. The Worcester Public Schools provides equal access to employment and the full range of general, occupational and vocational education programs.

For more information relating to Equal Opportunity/Affirmative Action contact the Human Resource Manager, 20 Irving Street, Worcester, MA 01609, 508-799-3020



STUDENT CONTACT INFO

Name

Address

Phone

Emergency Contact Name

Relationship to student

Emergency Contact Phone

Student received and reviewed student handbook

Yes

No

_____ initial

REMININD



our School Communication System

With REMIND, you can send and receive message from your teacher and school through email, Remind mobile app, the web, and even text.

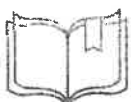
Setting Up Your Remind Account

On a computer:

1. Go to www.remind.com
2. Click "**Sign up**" (first time only) - click "**Sign In**" after your account is created
3. Type in **YOUR phone number** (or email) where you receive Remind messages from our school
4. Hit "**Continue**" and proceed through the prompts
5. Type in a **NEW password** of your choice (must be 6 characters - write this down to remember!)
6. This will bring you into your Remind account
7. Click on your **class name** on the left, and you will see messages from your teacher
8. Click on the **Zoom link** in the message from your teacher if your class is online
9. If it asks you to install Zoom, please follow the prompts (first time only)

On a tablet/iPad or phone:

1. Click on your **App Store** - type in "**Remind school communication**" and install it on the device
2. Click on the **Remind app** on your device
3. Click "**Sign up**" (first time only) - click "**Sign In**" after your account is created
4. Type in **YOUR phone number** (or email) where you receive Remind messages from our school
5. Hit "**Continue**" and proceed through the prompts
6. Type in a **NEW password** of your choice (must be 6 characters - write this down to remember!)
7. This will bring you into your Remind account
8. Click on your **class name** on the left, and you will see messages from your teacher
9. Click on the **Zoom link** in the message from your teacher if your class is online
10. If it asks you to install Zoom, please follow the prompts (first time only)



ATTENDANCE

“Attending classes regularly is crucial for optimal learning, as it helps you stay engaged, grasp concepts effectively, and builds a strong academic foundation.”

- Attendance must be maintained at a minimum of 85% of the hours that class is in session each month.
- You must contact your teacher when you are absent from class.
- Excessive excused or unexcused absences may result in your unenrollment.

My teacher is _____

Room # _____

REMIND

User name: your phone number

Password:

Wifi

WPS Guest

Password: F@stP@ss

Other important information: