

2024/2025

Student Handbook

Richard O. Belden Cultural Center 54 Grove Street Shelton, CT 06484

203-924-6651

Office Hours

Monday-Thursday 8:30am-8:30pm

Friday 8:30am – 2:00pm

www.vrae.org

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Welcome

Welcome to Valley Regional Adult Education. We are happy to assist you as you work to increase your academic skills, obtain a high school diploma, perfect your English, or become a citizen. We will make every effort to support you so you will have the necessary tools to achieve success in your future.

Valley Regional Adult Education

Office Staff

Debra Hansen, Director

Kimberly Falcioni, Program Facilitator

Sharon Shimonov, School Counselor and GED Coordinator

TJ Nagy, Technology Coordinator

Patricia Stanchfield, Evening Program Coordinator

Kate Antolini, Office Manager

JoAnn Legeza, Data Manager

TJ Nagy, Data

Donna Lane, Administrative Assistant

Barbara Clifford, Clerical Support - Evenings

Educational Program Options

ABE/GED® Preparation Classes

Students prepare to improve their academic knowledge in Mathematical Reasoning, Science, Social Studies, and Reasoning through Language Arts to take the GED[®] exam. Classes are supplemented with computer assisted instruction.

GED® (General Educational Development) Exam

The GED[®] test is computer based. The official GED[®] exam registration is online. For all GED[®] exam information and registration, visit <u>www.GED.com</u> to set up an account. All students must present a valid CT picture I.D.

AHSCDP (Adult High School Credit Diploma Program)

The Adult High School Credit Diploma Program offers adults the opportunity to earn a high school diploma through Valley Regional Adult Education. Participants may earn credits through a combination of evening courses, documented work, or training experiences. Credits may be transferred from public or private high schools and vocational/technical schools.

ESL (English as A Second Language)

These courses integrate reading, writing, listening, and speaking skills. Communicative tasks develop language strategies that increase students' comfort level in real-world settings. Courses include a variety of resources to create a variety of experiences within the classroom.

Beginning ESL: The course focuses on English necessary for everyday life. Emphasis is on listening, conversation, reading, writing, simple grammar, and employment skills.

Intermediate ESL: Students continue to learn life as well as employment skills, combined with a study of higher-level grammar, conversation vocabulary, idiomatic expressions, and writing.

Advanced ESL: Students continue to learn life as well as employment skills in this advanced English as a Second Language course for non-native speakers of English. The class emphasizes competency in standard written English with a focus on developing paragraphs and essays. Instruction includes integrating a review of parts of speech, spelling, punctuation, and compound/complex sentence structure, as well as continued development of vocabulary, reading and communication skills necessary for success.

Citizenship

This course is designed for students who wish to become U.S. citizens. This course of study includes an overview of American history, the Constitution, and the three branches of government. The basic rights and privileges afforded by the Constitution will be discussed as well as responsible citizenship.

Enrichment

VRAE offers online courses to meet the interests and needs of most individuals. There is a fee for each course.

Nondiscrimination, Accessibility and Accommodation Statements

1. Nondiscrimination

Valley Regional Adult Education(VRAE) is committed to a policy of equal opportunity/affirmative action for all qualified persons and does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. Inquiries regarding VRAE's nondiscrimination policies should be directed to the Adult Education Director, Debra Hansen, 203-924-6651.

2. General Accessibility and Accommodation

All activities offered by Valley Regional Adult Education are held in accessible locations. Accommodations for individuals with a disability are available upon request. Please contact Debra Hansen, 203-924-6651.

3. General Educational Development (GED®) Test Accommodations

Accommodations for the GED[®] test are available for qualified individuals with a disability. For more information, contact the Adult Education Director, Debra Hansen, 203-924-6651. You may also contact Sabrina Mancini at the Connecticut State Department of Education at 860-807-2110.

4. No Charge for materials for mandated courses

Valley Regional Adult Education complies with Connecticut General Statutes Sec.10-73a and does not charge fees for registration, textbooks or materials used in mandated program areas.

Student Registration

Each year, Valley Regional Adult Education holds tuition free academic programs during the fall session, winter session, and spring session. Student registration and orientation are planned for each session. All student registration is on site and in person.

Student Rights and Responsibilities

School Property: School property must be respected. Offenders will be required to make restitution and appropriate disciplinary action will be taken.

Conduct: Proper behavior is expected of all students attending Adult Education classes. Rude or disruptive conduct will not be tolerated under any circumstances. Behavior not considered proper by the administration will result in disciplinary action up to and including expulsion from the program.

Smoking, Alcohol, and Drugs: In compliance with the regulations of the local Board of Education, smoking alcoholic beverages or illegal substances of any kind are not permitted on school property. This includes all paraphernalia pertaining to vaping. Violation will result in suspension from the program. Any student suspected of using or being under the influence of alcoholic beverages, illegal substances of any kind, or vape products will be suspended from the program. Any student smelling of marijuana will be issued a written warning and may attend class. A 2nd incident of the same infraction will result in an absence from class and possible loss of credit.

Dress Code: All students should be dressed in a neat, nonrevealing, and appropriate manner that is not disruptive to the educational environment. Garments with vulgarities/cursing, gang or drug/alcohol related print are not allowed. No full-face masks are allowed. Students may request a mask from the administrator.

Please Note: In the Credit Diploma Program – No backpacks are allowed.

Parking: Free parking is available on site. Please observe all traffic signs in the school parking lot, be considerate of others, and observe the handicapped parking areas.

Fires and Emergencies: Fire exits are posted in every classroom. Please observe the location of the closest exit, and in the case of an emergency, evacuate the building as quickly as possible in an orderly fashion. Once outside, please report to your teacher so that your safe exit can be confirmed.

Visitors: No visitors, including children and families, are allowed in the school.

Personal Possessions: Possession of any dangerous instrument or weapon is prohibited and may result in suspension from the program.

Recording Devices: Students are prohibited from recording any class activities including lessons and teachers.

Office Telephone Policy: The office phone is to be used in case of emergency and with the authorization of office personnel/staff.

Textbooks: Students enrolled in mandated programs are provided the use of all necessary textbooks and are also provided materials used in their class free of charge.

Enrollment Policy: Students enter class on a first come first serve basis. Class capacity is based on a limit of twenty-five students in a classroom. If a class is at capacity and a student wants to enroll in a class, they will be placed on a wait list and notified when an opening occurs.

Class Eligibility: All students must be at least 17 years of age and officially withdrawn from school. Students who are 17 years of age must have a signed parental withdrawal letter before enrollment. All students must be a resident of Ansonia, Derby, Monroe, Seymour, or Shelton. All students interested in the CDP program must submit an official transcript from the last high school they attended.

Sexual Harassment: Sexual harassment is forbidden by federal and state law and by the Boards of Education and will not be tolerated in the school. Employees and students are expected to adhere to a standard of conduct that is respectful and courteous to employees of the public schools, other adult education sites, fellow students, and the public. Students have the right to an educational environment free of sexual harassment, whether by employees of the public schools, other adult education sites or by other students.

Bullying: Bullying behavior by any student is strictly prohibited. "Bullying" means any overt acts by a student or group of students directed against another student with intent to ridicule, humiliate, or intimidate the other student while on school grounds, which acts are repeated against the same student over time. Students should report any bullying to teachers, counselors, program coordinators, or the program director. Any reports of suspected bullying that are verified, prompt disciplinary action may be taken against the perpetrator, consistent with his/her rights of due process.

Cell Phones: Cell phones need to be turned off or on vibrate and locked in the phone locker at the start of class. Students will maintain their locker key during class. Emergency calls must be taken outside the classroom with permission. Students will be given time at the end of class to retrieve their phone and return the key. Cell phones will not be used for any educational purpose.

ABE/GED PROGRAM INFORMATION

ABE/GED PREPARATION: DAY CLASSES

Location: Richard O. Belden Cultural Center

54 Grove Street ♦ Shelton, CT 06484 ♦ 203-924-6651

Days & Times: Tuesday & Wednesday 9:30am-12:30pm

GED Student Services are available to students through Sharon Shimonov

ABE/GED PREPARATION: EVENING CLASSES

Location: Richard O. Belden Cultural Center

54 Grove Street ♦ Shelton, CT 06484 ♦ 203-924-6651

203-924-6651

Days & Times: Monday & Wednesday 6:00-8:30pm

Student Services are available to students through Sharon Shimonov

ALL REGISTRATION IS BY APPOINTMENT

2024-2025 DAY Classes

FALL 2024 GED AM

Tuesday & Wednesday/9:30 am-12:30pm

CLASSES START	Sept. 3, 4
	Sept. 10, 11
	Sept. 17, 18
	Sept. 24, 25
	Oct. 1, 2
	Oct. 8, 9
	Oct. 15, 16
	Oct. 22, 23
	Oct. 29, 30
	Nov. 5 (OFF), 6
	Nov. 12, 13
	Nov. 19, 20
	Nov. 26, 27
CLASSES END	Dec. 3, 4

2024-2025 DAY Classes

WINTER/SPRING 2025 GED AM

Tuesday & Wednesday/9:30 am-12:30pm

CLASSES START	Jan. 7, 8
	Jan. 14, 15
	Jan. 21, 22
	Jan. 28, 29
	Feb. 4, 5
	Feb. 11, 12
	Feb. 18, 19
	Feb. 25, 26
	March 4, 5
	March 11, 12
	March 18, 19
	March 25, 26
	April 1, 2
	April 8, 9
Spring Break	WEEK of April 14 (OFF)
	April 22, 23
	April 29, 30
	May 6, 7
CLASSES END	May 13, 14

2024-2025 PM Classes

FALL 2024 GED PM

Monday & Wednesday/6:00pm-8:30pm

CLASSES START	Sept. 2 (OFF), 4
	Sept. 9, 11
	Sept. 16, 18
	Sept. 23, 25
	Sept. 30, Oct. 2
	Oct. 7, 9
	Oct. 14 (OFF), 16
	Oct. 21, 23
	Oct. 28, 30
	Nov. 4, 6
	Nov. 11, 13
	Nov. 18, 20
CLASSES END	Nov. 25

2024-2025 PM Classes

WINTER/SPRING 2025 GED PM

Monday & Wednesday/6:00pm-8:30pm

CLASSES START	Jan. 6, 8
	Jan. 13, 15
	Jan. 20 (OFF), 22
	Jan. 27, 29
	Feb. 3, 5
	Feb. 10, 12
	Feb. 17 (OFF), 19
	Feb. 24, 26
	March 3, 5
	March 10, 12
	March 17, 19
	March 24, 26
	March 31, April 2
CLASSES END	April 7, 9

English as a Second Language Program Information

ENGLISH AS A SECOND LANGUAGE: DAY CLASSES

Location: Richard O. Belden Cultural Center 54 Grove Street✦Shelton, CT 06484✦203-924-6651 Days & Times: Monday - Thursday: 9:30am-12:30pm

Student Services are available to students through Kimberly Falcioni

ENGLISH AS A SECOND LANGUAGE: EVENING CLASSES

Location: Richard O. Belden Cultural Center

Days & Times: Tuesday & Thursday 6:00 pm-8:30pm

Student Services are available to students through Sue DiMauro

ALL REGISTRATION IS BY APPOINTMENT

2024-2025 DAY Classes

FALL 2024 ESL AM

Monday-Thursday/9:30am-12:30pm

CLASSES START	Sept. 2 (OFF), 3, 4, 5
	Sept. 9, 10, 11, 12
	Sept. 16, 17, 18, 19
	Sept. 23, 24, 25, 26
	Sept. 30 - Oct. 1, 2, 3 (OFF)
	Oct. 7, 8, 9, 10,
	Oct. 14 (OFF), 15, 16, 17
	Oct. 21, 22, 23, 24
	Oct. 28, 29, 30, 31
	Nov. 4, 5 (OFF), 6, 7
	Nov. 11, 12, 13, 14
	Nov. 18, 19, 20, 21
	Nov. 25, 26, 27, (OFF Nov. 28)
CLASSES END	Dec. 2, 3, 4, 5

2024-2025 DAY Classes

WINTER/SPRING 2025 ESL AM

Monday-Thursday/9:30am-12:30pm

CLASSES START	Jan. 6, 7, 8, 9
	Jan. 13, 14, 15, 16
	Jan. 20 (OFF), 21, 22, 23
	Jan. 27, 28, 29, 30
	Feb. 3, 4, 5, 6
	Feb. 10, 11, 12, 13
	Feb. 17 (OFF), 18, 19, 20
	Feb. 24, 25, 26, 27
	March 3, 4, 5, 6
	March 10, 11, 12, 13
	March 17, 18, 19, 20
	March 24, 25, 26, 27
	March 31, April 1, 2, 3
	April 7, 8, 9, 10
SPRING BREAK	WEEK of April 14 (OFF)
	April 21, 22, 23, 24
	April 28, 29, 30, May 1
	May 5, 6, 7, 8
CLASSES END	May 12, 13, 14, 15

2024-2025 PM Classes

FALL 2024 ESL PM

Tuesday and Thursday/6:00pm-8:30pm

CLASSES START	Sept. 3, 5
	Sept. 10, 12
	Sept. 17, 19
	Sept. 24, 26
	Oct. 1, 3 (OFF)
	Oct. 8, 10
	Oct. 15, 17
	Oct. 22, 24
	Oct. 29, 31 (OFF)
	Nov. 5 (OFF), 7
	Nov. 12, 14
	Nov. 19, 21
CLASSES END	Nov. 26, 28 (OFF)

2024-2025 PM Classes

WINTER/SPRING 2025 ESL PM

Tuesday and Thursday/6:00pm-8:30pm

CLASSES START	Jan. 7, 9
	Jan. 14, 16
	Jan. 21, 23
	Jan. 28, 30
	Feb. 4, 6
	Feb. 11, 13
	Feb. 18, 20
	Feb. 25, 27
	March 4, 6
	March 11, 13
	March 18, 20
	March 25, 27
	April 1, 3
CLASSES END	April 8, 10

2024-2025 CITIZENSHIP PREPARATION

Location: Valley Regional Adult Education

Day & Time: Monday & Wednesday 5:30-8:00 pm

Student Services are available to students through Sue DiMauro

Fall 2024

	Wednesday October 16, 2024
Monday October 21, 2024	Wednesday October 23, 2024
Monday October 28, 2024	Wednesday October 30, 2024
Monday November 4, 2024	Wednesday November 6, 2024
Monday November 11, 2024	Wednesday November 13, 2024

Winter 2025

	Wednesday February 19, 2025
Monday February 24, 2025	Wednesday February 26, 2025
Monday March 3, 2025	Wednesday March 5, 2025
Monday March 10, 2025	Wednesday March 12, 2025
Monday March 17, 2025	Wednesday March 19, 2025

Spring 2025

Monday April 21, 2025	Wednesday April 23, 2025
Monday May 5, 2025	Wednesday May 7, 2024
Monday May 12, 2025	Wednesday May 14, 2024
Monday May 19, 2024	Wednesday May 21, 2024
Monday May 28, 2024	

ADULT HIGH SCHOOL CREDIT DIPLOMA

Location: Richard O. Belden Cultural Center

54 Grove Street ♦ Shelton, CT 06484 ♦ 203-924-6651

ALL REGISTRATION IS BY APPOINTMENT

PROGRAM INFORMATION

Adult High School Completion Program Credit Requirements

Class Schedule

CDP has trimesters - **Trimester One** will meet August - November; **Trimester Two** will meet November - March; **Trimester Three** will meet March - May.

All classes meet:	
Monday through Thursday	4:30 - 5:30 pm
Monday and Wednesday	5:45 - 8:15 pm
Tuesday and Thursday	5:45 - 8:15 pm
Monday and Wednesday; Tuesday and Thursday	1:30 - 4:00 pm

- Students need 25 credits to graduate.
- A certified counselor is available to students.
- All students must stay in the CDP designated areas.
- Student Services are available to students through Cindy Brouillette

VRAE CREDIT REQUIREMENTS

All students must earn **twenty-five (25) credits** for the issuance of a Valley Regional Adult Education Diploma.

For students who enter Valley Regional Adult Education's CDP with 25 credits, they must earn 1 credit with VRAE to receive a Valley Regional Adult Education Diploma.

Required Courses

Humanities (8 credits)	
English	4 Credits
Social Science (Including American History/Civics)	4 Credits

STEM (7 credits)	
Mathematics	
Science	

Art or Vocational	2 Credit
Electives	8 Credits

In addition, credits MAY be obtained through:

An Independent Study Project

There are three basic formats for Independent Study Projects: Research Paper, Textbook Course and Product Development. The appropriate format used will depend upon the credit area for which the project is being completed.

4 Credits

3 Credits

There are specific guidelines for:

Procedures for requesting project approval

Requirements for each type of project format

Procedures for evaluation of projects

Documented Credits

Students may receive credit for documented life and/or work experiences. Documentation requirements are strict, and students can receive credit only when all criteria are met. The three types of documented credits are explained below. Counselors will assist students with the appropriate forms for documentation.

- 1. Military Category-2 credit maximum, elective credit only. One credit can be earned for successful basic training and one credit can be earned for successful specialized training. Discharge must be "other than dishonorable." No partial credit can be awarded.
- 2. Community or Volunteer Service-credit maximum, elective credit only. One credit can be given for participation in community services or volunteer activity with the same agency or institution. One credit can be earned for 100 hours of service and one-half credit can be earned for 50 hours of service. Documentation of community service hours must be prepared by the agency. VRAE counselors will contact the appropriate agency for verification.
- 3. Occupational Category-2 credit maximum, elective credit only. One credit can be given for work experience, occupational license, apprenticeship training or formalized job training. Counselors will contact employers or appropriate agency for verification. Please see the list below for specifics:
 - a) Work Experience:1 credit can be earned for successful work experience which is full-time with the same employer for one year or half-time with the same employer for two years; no partial credit may be awarded.

- b) **Occupational License**: 1 credit can be earned for a current occupational license earned by the student. The license must have official signature and seal; no partial credit can be awarded.
- c) Apprenticeship Training: 1 credit can be earned for successful completion of a formal apprenticeship training program based on an employer-employee relationship which leads to proficiency in "journeyman status." No partial credit may be awarded.
- d) **Formalized Job Training**: 1 credit can be earned for successful formalized job training that is conducted by a recognized school, agency, employer, or trade union and which is certifiable. No partial credit can be awarded.

Attendance

Valley Regional Adult Education's **AHSCDP** has been approved by the Connecticut State Department of Education and is also held responsible for maintaining attendance records on all students enrolled in the program. If a student does not attend a class session, an absence will be recorded in the CARS database.

Students are expected to be present prior to the start of all classes. Be in your classroom promptly at 5:45 p.m. **Tardiness is not acceptable.**

Students will be allowed only two (2) absences for a 1 credit course. Upon the third (3rd) absence a student may be given the option to make up the time within one week. Students may only make up an absence once per trimester per course. Any additional absences will result in the student being dismissed from the class. No credit will be earned for that class.

Use absences wisely, save them for emergencies, babysitting problems, or sickness. Avoid taking time off for any other reason.

GRADING SYSTEM

The grades used in the AHSCDP are as follows:

A+	97-100	C+	79-77
Α	96-93	С	76-73
A-	92-90	C-	72-70
B+	89-87	D+	69-68
В	86-83	D	67-65
В-	82-80	F	64-0

DR = Dropped Class

P = Passing

DC = Documented Credit

F = Failed

CREDIT DIPLOMA PROGRAM

FALL 2024

TRIMESTER 1

August 28th- **Returning Students** Orientation/Registration by Appointment August 29th - **New Students** Orientation/Registration by Appointment

Monday & Wednesday	Tuesday & Thursday		
August 28	August 29		
September 2 (OFF) & 4	September 3 & 5		
September 9 & 11	September 10 & 12		
September 16 & 18	September 17 & 19		
September 23 & 25	September 24 & 26		
September 30 & October 2	October 1 & 3 (OFF)		
October 7 & 9	October 8 & 10		
October 14 (OFF) & 16	October 15 & 17		
October 21 & 23	October 22 & 24		
October 28 & 30	October 29 & 31 (OFF)		
November 4 & 6	November 5 (OFF) & 7		
November 11 (OFF) & 13	November 12 & 14		
November 18 & 20	November 19 & 21		
Total Trimester Hours: 55+	Total Trimester Hours: 55+		

*Snow/weather days will be made up at the end of the trimester or distance learning.

CREDIT DIPLOMA PROGRAM

FALL/WINTER 2024 - 2025

TRIMESTER 2

November 20th - New Student Orientation

Monday & Wednesday	Tuesday & Thursday	
November 25 & 27 (OFF)	November 26 & 28 (OFF)	
December 2 & 4	December 3 & 5	
December 9 & 11	December 10 & 12	
December 16 & 18	December 17 & 19	
January 6 & 8	January 7 & 9	
January 13 & 15	January 14 & 16	
January 20 (OFF) & 22	January 21 & 23	
January 27 & 29	January 28 & 30	
February 3 & 5	February 4 & 6	
February 10 & 12	February 11 & 13	
February 17 (OFF) & 19	February 18 & 20	
February 24 & 26	February 25	
March 3		
Total Trimester Hours: 55	Total Trimester Hours: 55	

Winter Recess/No School - December 23-January 1, 2024

*Snow/weather days will be made up at the end of the trimester or distance learning.

CREDIT DIPLOMA PROGRAM

SPRING 2025

TRIMESTER 3

March 4th - New Student Orientation

Monday & Wednesday	Tuesday & Thursday		
March 5	March 6		
March 10 & 12	March 11 & 13		
March 17 & 19	March 18 & 20		
March 24 & 26	March 25 & 27		
March 31 & April 2	April 1 & 3		
April 7 & 9	April 8 & 10		
April 21 & 23	April 22 & 24		
April 28 & 30	April 29 & May 1		
May 5 & 7	May 6 & 8		
May 12 & 14	May 13 & 15		
May 19 & 21	May 20 & 22		
May 28	May 27		
Total Trimester Hours: 55	Total Trimester Hours: 55		

Spring Recess/No School - April 14 - 18, 2024

*Snow/weather days will be made up at the end of the trimester or distance learning.

2024-2025 CALENDAR VALLEY REGIONAL ADULT EDUCATION

August 19-30 Registration by appointment August 26 CDP New Student Orientation August 27 CDP Returning Student Orientation August 28 CDP Classes begin

September 2 Labor Day/Closed September 3 Classes start ESL AM & PM; GED AM September 4 Classes start GED PM

	AUGUST 2024						
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February 14 & 17 Winter Recess/Closed

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March 3 CDP Trimester 2 ends March 4 CDP Orientation March 5 CDP Trimester 3

October 3 Rosh Hashanah/Closed October 14 Columbus Day/Closed October 31 Halloween/No CDP or ESL PM

	OCTOBER 2024								
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April 9 GED PM ends April 10 ESL PM ends April 14-18 Spring Recess/Closed

November 5 Election Day/Closed November 20 CDP Orientation November 21 CDP Trimester 1 ends

November 25 GED PM ends November 25 CDP Trimester 2 November 26 ESL PM ends November 28 & 29 Thanksgiving

	NOVEMBER 2024									
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May 14 GED AM ends May 15 ESL AM ends May 26 Memorial Day/Closed May 28 CDP ends

December 4 GED AM ends December 5 ESL AM ends December 23 - 31 Holiday Recess/Closed

January 1 New Year's Day January 6 All classes resume January 20 Martin Luther King Jr Day/Closed

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JANUARY 2025									
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	JUNE 2025										
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29	30										

Any school closings/online learning days due to weather will be announced via Remind, and on Channels 8 (WTNH), 30 (WVIT, and 3 (WFSB).

June 5 Graduation

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