



2023/2024 Student Handbook

Richard O. Belden Cultural Center

Adult Learning Center

54 Grove Street

Shelton, CT 06484

203-924-6651

Office Hours

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

Friday 8:30am-3:00pm

www.vrae.org

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Welcome

Welcome to the 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

Lori Sanchez, Technology Coordinator

Patricia Stanchfield, Adult High School Credit Diploma Program Coordinator

Steve Miller, High School Completion Coordinator - Evenings

Lori Sanchez, Office Manager

JoAnn Legeza, Data Clerk

Kate Antolini, Administrative Assistant – Daytime

Barbara Clifford, Clerical Support - Evenings

Educational 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 www.GED.com 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.

**Statements for Adult Education Regarding
Nondiscrimination, Accessibility and Accommodation**

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 dismissal 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 dismissed 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 on vibrate and turned upside down on desks while in class. No texting or phone calls will be allowed in class. Cell phone breaks will be given to the class by the teacher. During this 5-minute break (twice per class), students should stay in their classroom, and they are allowed to check their phones. When the break is over, students must silence their phones and turn them upside down. Any unauthorized use of a phone during class will be reported to the administration. Emergency calls must be taken outside the classroom. With permission of the teacher, cell phones can be used for educational purposes.

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: Monday & 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

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

Student Services are available to students through Sharon Shimonov

ALL REGISTRATION IS BY APPOINTMENT

2023-2024 DAY Classes

FALL 2023 GED AM

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

CLASSES START	Sept. 4 (OFF), 6
	Sept. 11, 13
	Sept. 18, 20
	Sept. 25 (OFF), 27
	Oct. 2, 4
	Oct. 9 (OFF), 11
	Oct. 16, 18
	Oct. 23, 25
	Oct. 30, Nov. 1
	Nov. 6, 8
	Nov. 13, 15
	Nov. 20, 22
	Nov. 27, 29
CLASSES END	Dec. 4, 6

2023-2024 DAY Classes

WINTER/SPRING 2024 GED AM

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

CLASSES START

Jan. 1 (OFF), 3

Jan. 8, 10

Jan. 15 (OFF), 17

Jan. 22, 24

Jan. 29, 31

Feb. 5, 7

Feb. 12, 14

Feb. 19 (OFF), 21

Feb. 26, 28

March 4, 6

March 11, 13

March 18, 20

March 25, 27

April 1, 3

VACATION WEEK

WEEK of April 8th (OFF)

April 15, 17

April 22, 24

April 29, May 1

May 6, 8

CLASSES END

May 13, 15

2023-2024 PM Classes

FALL 2023 GED PM

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

CLASSES START

Sept. 4 (OFF), 6

Sept. 11, 13

Sept. 18, 20

Sept. 25 (OFF), 27

Oct. 2, 4

Oct. 9 (OFF), 11

Oct. 16, 18

Oct. 23, 25

Oct. 30, Nov. 1

Nov. 6, 8

Nov. 13, 15

CLASSES END

Nov. 20, 22 (OFF/Thanksgiving)

2023-2024 PM Classes

WINTER/SPRING 2024 GED PM

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

CLASSES START

Jan. 1 (OFF), 3

Jan. 8, 10

Jan. 15 (OFF), 17

Jan. 22, 24

Jan. 29, 31

Feb. 5, 7

Feb. 12, 14

Feb. 19 (OFF), 21

Feb. 26, 28

March 4, 6

March 11, 13

March 18, 20

March 25, 27

CLASSES END

April 1, 3

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

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

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

Student Services are available to students through Sue DiMauro

ALL REGISTRATION IS BY APPOINTMENT

2023-2024 DAY Classes

FALL 2023 ESL AM

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

CLASSES START

Sept. 4 (OFF), 5, 6, 7

Sept. 11, 12, 13, 14

Sept. 18, 19, 20, 21

Sept. 25 (OFF), 26, 27, 28

Oct. 2, 3, 4, 5

Oct. 9 (OFF), 10, 11, 12

Oct. 16, 17, 18, 19

Oct. 23, 24, 25, 26

Oct. 30, 31, Nov. 1, 2

Nov. 6, 7 (OFF), 8, 9

Nov. 13, 14, 15, 16

Nov. 20, 21, 22, 23 (OFF/Thanksgiving)

Nov. 27, 28, 29, 30

CLASSES END

Dec. 4, 5, 6, 7

2023-2024 DAY Classes

WINTER/SPRING 2024 ESL AM

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

CLASSES START

Jan. 1 (OFF), 2 (OFF), 3, 4

Jan. 8, 9, 10, 11

Jan. 15 (OFF), 16, 17, 18

Jan. 22, 23, 24, 25

Jan. 29, 30, 31, Feb. 1

Feb. 5, 6, 7, 8

Feb. 12, 13, 14, 15

Feb. 19 (OFF), 20, 21, 22

Feb. 26, 27, 28, 29

March 4, 5, 6, 7

March 11, 12, 13, 14

March 18, 19, 20, 21

March 25, 26, 27, 28

April 1, 2, 3, 4

VACATION WEEK:

WEEK of April 8th (OFF)

April 15, 16, 17, 18

April 22, 23, 24, 25

April 29, 30, May 1, 2

May 6, 7, 8, 9

CLASSES END

May 13, 14, 15, 16

2023-2024 PM Classes

FALL 2023 ESL PM

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

CLASSES START

Sept. 5, 7

Sept. 12, 14

Sept. 19, 21

Sept. 26, 28

Oct. 3, 5

Oct. 10, 12

Oct. 17, 19

Oct. 24, 26

Oct. 31 (OFF), Nov. 2

Nov. 7 (OFF), 9

Nov. 14, 16

CLASSES END

Nov. 21, 23 (OFF)

2023-2024 PM Classes

WINTER/SPRING 2024 ESL PM

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

CLASSES START

Jan. 2, 4

Jan. 9, 11

Jan. 16, 18

Jan. 23, 25

Jan. 30, Feb. 1

Feb. 6, 8

Feb. 13, 15

Feb. 20, 22

Feb. 27, 29

March 5, 7

March 12, 14

March 19, 21

March 26, 28

CLASSES END

April 2, 4

2023-2024 CITIZENSHIP PREPARATION

Location: Valley Regional Adult Education

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

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

Student Services are available to students through Kimberly Falcioni

Fall 2023

	Wednesday October 11, 2023
Monday October 16, 2023	Wednesday October 18, 2023
Monday October 23, 2023	Wednesday October 25, 2023
Monday October 30, 2023	Wednesday November 1, 2023
Monday November 6, 2023	Wednesday November 8, 2023

Winter 2024

	Wednesday February 21, 2024
Monday February 26, 2024	Wednesday February 28, 2024
Monday March 4, 2024	Wednesday March 6, 2024
Monday March 11, 2024	Wednesday March 13, 2024
Monday March 18, 2024	Wednesday March 20, 2024

Spring 2024

Monday April 15, 2024	Wednesday April 17, 2024
Monday April 22, 2024	Wednesday April 24, 2024
Monday April 29, 2024	Wednesday May 1, 2024
Monday May 6, 2024	Wednesday May 8, 2024
Monday May 13, 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 (Online)	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	12:30 -3:00 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	4 Credits
Science	3 Credits

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.

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, 1 or 2 elective credit(s) and/or 1 vocational credit. 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
A 96-93	C 76-73
A- 92-90	C- 72-70
B+ 89-87	D+ 69-68
B 86-83	D 67-65
B- 82-80	F 64-0

DR = Dropped Class

P = Passing

DC = Documented Credit

F = Failed

CREDIT DIPLOMA PROGRAM CLASS SCHEDULES

FALL 2023

TRIMESTER 1

August 30th - **Returning Students** Orientation/Registration By Appointment

August 31st - **New Students** Orientation/Registration By Appointment

Monday & Wednesday	Tuesday & Thursday
Trimester 1	Trimester 1
September 4 (OFF) & 6	September 5 & 7
September 11 & 13	September 12 & 14
September 18 & 20	September 19 & 21
September 25 (OFF) & 27	September 26 & 28
October 2 & 4	October 3 & 5
October 9 (OFF) & 11	October 10 & 12
October 16 & 18	October 17 & 19
October 23 & 25	October 24 & 26
October 30 & November 1	October 31 (OFF) & November 2
November 6 & 8	November 7 (OFF) & November 9
November 13 & 15	November 14 & 16 (OFF)
November 20 & 22 (OFF)	November 21
November 27 & 29	November 28 & 30
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 2023 - 2024

TRIMESTER 2

November 29th – New Student Orientation

Monday & Wednesday	Tuesday & Thursday
Trimester 2	Trimester 2
December 4 & 6	December 5 & 7
December 11 & 13	December 12 & 14
December 18 & 20	December 19 & 21 (OFF)
January 1 (OFF) & 3	January 2 (OFF) & 4
January 8 & 10	January 9 & 11
January 15 (OFF) & 17	January 16 & 18
January 22 & 24	January 23 & 25
January 29 & 31	January 30 & February 1
February 5 & 7	February 6 & 8
February 12 & 14	February 13 & 15
February 19 (OFF) & 21	February 20 & 22
February 26 & 28	February 27 & 29
March 4	
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

SPRING 2024

TRIMESTER 3

March 5th – New Student Orientation

Monday & Wednesday	Tuesday & Thursday
Trimester 3	Trimester 3
March 6	March 7
March 11 & 13	March 12 & 14
March 18 & 20	March 19 & 21
March 25 & 27	March 26 & 28 (OFF)
April 1 & 3	April 2 & 4
April 15 & 17	April 16 & 18
April 22 & 24	April 23 & 25
April 29 & May 1	April 30 & May 2
May 6 & 8	May 7 & 9
May 13 & 15	May 14 & 16
May 20 & 22	May 21 & 23
May 27 (OFF) & 29	May 28 & 30
Total Trimester Hours: 55	Total Trimester Hours: 55

Spring Recess April 8 – 12, 2024 – No School

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

REMIND 2023 - 2024

Signing up for text messages / **ESL & CITIZENSHIP**

1. Text my class code **@vrae2023** to the phone number 81010
2. Reply to the text messages from the Remind team.

Signing up for smartphone notifications

1. Download the Remind app on your Android or iOS device. Click here for a link to the apps: rmd.me/a
2. Open the app and create an account (or log in if you already have one).
3. Tap the + by classes joined and enter my class code **@vrae2023**

That is all you need to do to start receiving messages!

REMIND 2023 - 2024

Signing up for text messages / **GED & CDP**

3. Text my class code **@vrae23** to the phone number 81010
4. Reply to the text messages from the Remind team.

Signing up for smartphone notifications

4. Download the Remind app on your Android or iOS device. Click here for a link to the apps: rmd.me/a
5. Open the app and create an account (or log in if you already have one).
6. Tap the + by classes joined and enter my class code **@vrae23**

That is all you need to do to start receiving messages!