



VRABE

REGIONAL ADULT BASED EDUCATION

STUDENT HANDBOOK

2022-2023



www.vrabe.com

Melissa Iles, Regional Director

Revised: 12/13/22

CANCELLATION PROCEDURES IN CASE OF INCLEMENT WEATHER

SITE LOCATION	ADULT EDUCATION CANCELLATION PROCEDURE
VERNON	<ul style="list-style-type: none"> • School Closings will be listed on Channels 3 (WFSB-TV) & 30 (WVIT-TV) under “Vernon Regional Adult Education” for all sites located in Vernon/Rockville. • For Delayed Openings follow listings under “Vernon Public Schools”: <ul style="list-style-type: none"> ○ ESL Daytime classes will combine and start at 11:00 am. ○ GED Daytime classes will start at 11:00 a.m.
COLCHESTER	William Johnston Middle School Adult Education site will follow the cancellations listed under “Colchester Public Schools”.
EAST WINDSOR	East Windsor High School Adult Education site will follow the cancellations listed under “East Windsor Public Schools”.
GLASTONBURY	St. Mark’s daytime ESL & Family Learning Program and Glastonbury High School Adult Education sites will follow the cancellations listed under “Glastonbury Public Schools”.
GRISWOLD	Griswold High School Adult Education site will follow the cancellations listed under “Griswold Public Schools”.
MANSFIELD LIBRARY	<p>Mansfield Library ESL site will follow the cancellations listed under “Regional School District 19”.</p> <ul style="list-style-type: none"> ○ <i>If there is a delayed opening in Region 19, the classes will begin at 10:00 a.m.</i>
STORRS	E.O. Smith Adult Education site will follow the cancellations listed under “Regional School District 19”.
TOLLAND	Tolland High School ESL site will follow the cancellations listed under “Tolland Public Schools”.
WETHERSFIELD	Wethersfield High School Adult Education site will be listed under “Wethersfield Adult Education” and will follow the cancellations of Wethersfield Public Schools.
REMOTE CLASS POLICY	<u>Remote/Online classes</u> will be held as scheduled. If a cancellation is required, your teacher will text or email the class directly.

Cancellations refer to: Closed, Delayed Openings and Early Dismissals.
To check online visit www.wfsb.com or www.nbcconnecticut.com
If you are unsure of cancellation procedures at your site, please call 860-870-6060 option 3

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Equal Opportunity/ Affirmative Action

Vernon Board of Education/VRABE Regional Adult Based Education (VRABE) 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. Vernon Board of Education/VRABE does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction. Inquiries regarding Vernon Board of Education/VRABE's nondiscrimination policies should be directed to Title XI and 504/ADA Coordinator, Director of Pupil Personnel Services, 860-870-6000, ext. 4666.

VRABE is in compliance with Connecticut General Statutes Sec. 10-73a and does not charge a fee for registration, textbooks or materials used in the mandated program areas.

General Accessibility and Accommodations

All activities offered by Vernon Board of Education/VRABE are held in accessible locations. Accommodations for individuals with a disability are available upon request. Please contact Cortney Gerlach at 860-870-6060 (or email cortney.gerlach@vernonct.org)

General Educational Diploma (GED®) Test Accommodations

Accommodations for the GED test are available for qualified individuals with a disability. For more information, contact Cortney Gerlach (cortney.gerlach@vernonct.org) or Shari Beaupre (shari.beaupre@vernonct.org) at 860-870-6060. You may also contact Sabrina Mancini at the Connecticut State Department of Education at 860-807-2110.



REGIONAL ADULT BASED EDUCATION

Mission Statement

The mission of the Vernon Regional Adult Based Education Program is to offer dynamic, multi-cultural services in an atmosphere of respect, appreciation, and acceptance of all. It is the goal of the Region to empower students with the knowledge and tools necessary to succeed both personally and professionally in a technologically advanced society.

VRABE Regional Adult Based Education Staff

Mrs. Melissa Iles
Regional Director

Policy Board Members

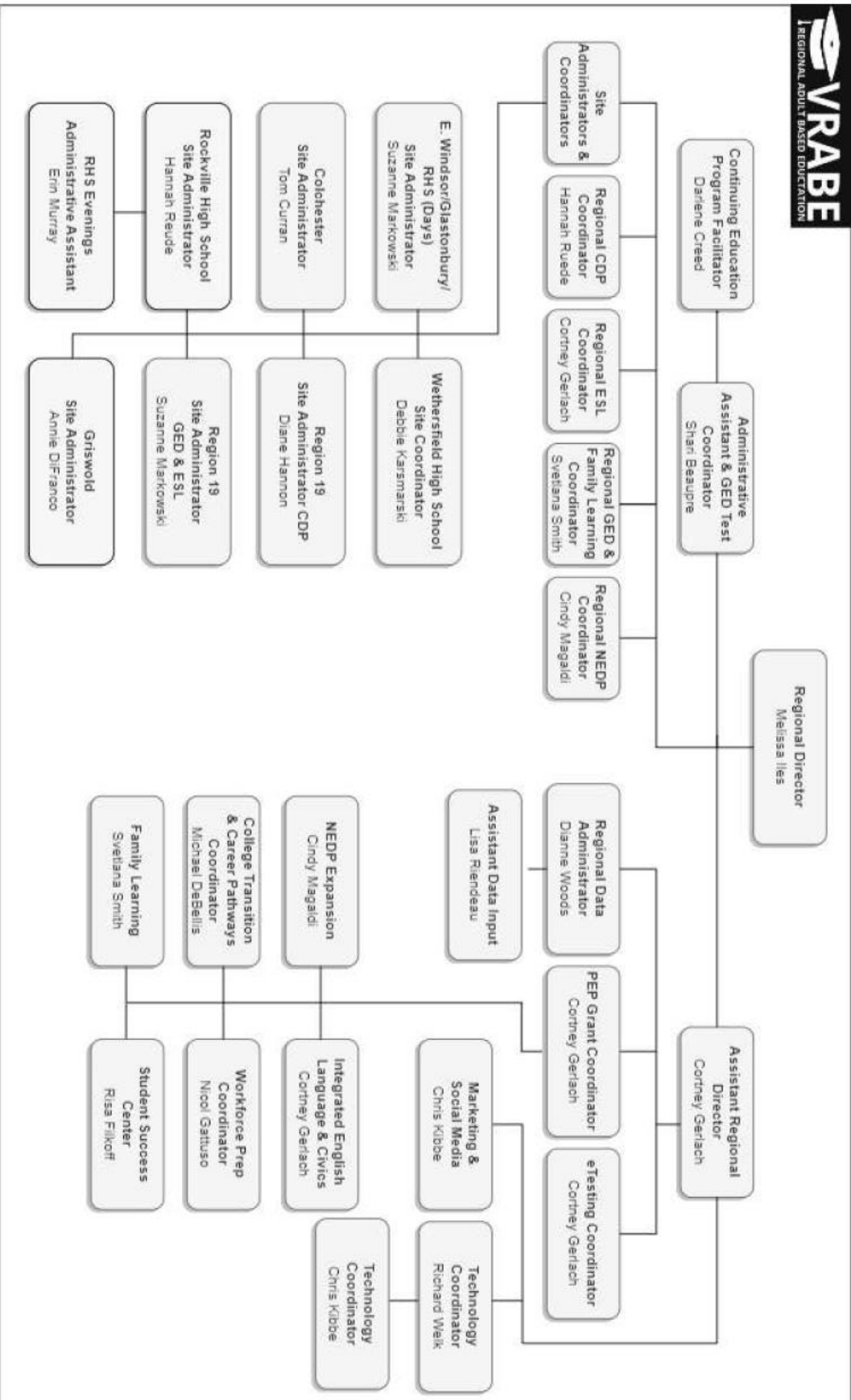
Ms. Kristin Heckt	Bolton
Dr. Thomas McDowell	Colchester
Dr. David Petrone	Coventry
Dr. Patrick Tudryn	East Windsor
Dr. Scott Nicol	Ellington
Ms. Elizabeth Cole	Glastonbury
Mr. Glenn LaBossiere	Griswold
Ms. Sharon Cournoyer	Region 19 (Mansfield, Ashford, Willington)
Ms. Tracie Peterson	South Windsor
Dr. Walter Willett	Tolland
Dr. Joseph Macary	Vernon
Mrs. Melissa Iles	VRABE
Mr. Michael Emmett	Wethersfield

Vernon Board of Education Members

Mrs. Anne Fischer, Chair
Mr. Kevin Brown
Dr. Patricia Buxton
Ms. Karen Colt
Mr. Mark Kalina
Mr. Stephen Linton
Mrs. Deborah Rodriguez
Mr. Mason Thrall
Ms. Kristiana Wintress

12/16/22, 11:32 AM

ORGCART REV. 11.10.2022



General Information

CANCELLATION PROCEDURES IN CASE OF INCLEMENT WEATHER

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If you are unsure of cancellation procedures at your site, please call 860-870-6060 option 3

Towns Served:

Ashford, Bolton, Colchester, Coventry, East Windsor, Ellington, Glastonbury, Griswold, Mansfield-Storrs, South Windsor, Tolland, Vernon, Wethersfield and Willington

Site Programs and Locations		
Site	Programs	Location
Colchester	CDP	William Johnston Middle School, 360 Norwich Ave, Colchester, CT 06415
	GED/ABE	William Johnston Middle School, 360 Norwich Ave, Colchester, CT 06415
	ESL Day	William Johnston Middle School, 360 Norwich Ave, Colchester, CT 06415
East Windsor	GED/ABE	East Windsor High School, 76 South Main St., East Windsor, CT 06088
	ESL	East Windsor High School, 76 South Main St., East Windsor, CT 06088
Glastonbury	GED/ABE	Glastonbury High School, 330 Hubbard St, Glastonbury, CT 06033
	ESL	Glastonbury High School, 330 Hubbard St, Glastonbury, CT 06033
	ESL Day	Lutheran Church of St. Mark, 75 Griswold St., Glastonbury, CT 06033
	ESL/GED Family Learning	Lutheran Church of St. Mark, 75 Griswold St., Glastonbury, CT 06033
Griswold	CDP	Griswold High School, 267 Slater Ave., Griswold, CT 06351
	GED/ABE	Griswold High School, 267 Slater Ave., Griswold, CT 06351
	ESL	Griswold High School, 267 Slater Ave., Griswold, CT 06351
Mansfield/Storrs	CDP	E.O. Smith High School, 1235 Storrs Rd, Storrs, CT 06268
	GED/ABE	E.O. Smith High School, 1235 Storrs Rd, Storrs, CT 06268
	ESL & NEDP	E.O. Smith High School, 1235 Storrs Rd, Storrs, CT 06268
	ESL Day	Mansfield Public Library, 54 Warrenville Rd, Rt. 89, Mansfield, CT 06250
Tolland	ESL	Birch Grove Primary School, 247 Rhodes Rd, Tolland, CT 06029
Vernon	CDP	Rockville High School, 70 Loveland Hill Rd, Vernon, CT 06066
	GED/ABE	Rockville High School, 70 Loveland Hill Rd, Vernon, CT 06066
	ESL	Rockville High School, 70 Loveland Hill Rd, Vernon, CT 06066
	Citizenship	Rockville High School, 70 Loveland Hill Rd, Vernon, CT 06066
	NEDP	Rockville High School, 70 Loveland Hill Rd, Vernon, CT 06066
Wethersfield	GED/ABE	Wethersfield High School, 411 Wolcott Hill Rd, Wethersfield, CT 06109
	ESL	Wethersfield High School, 411 Wolcott Hill Rd, Wethersfield, CT 06109
	Citizenship	Wethersfield High School, 411 Wolcott Hill Rd, Wethersfield, CT 06109
	NEDP	Wethersfield High School, 411 Wolcott Hill Rd, Wethersfield, CT 06109
Citizenship	Remote classes (Day or Evening available)	

Contact Information

Administrative Offices: Vernon Regional Adult Based Education, Rockville High School,
70 Loveland Hill Road, Vernon, CT 06066

Phone: (860) 870-6060

Fax: (860) 870-6455

For all other sites please:

- Contact the Rockville High School–Adult Education Office
 - Visit us online at [**www.vrabe.com**](http://www.vrabe.com)
 - Visit us on [**Facebook**](https://www.facebook.com/vernonadulthood/) [**https://www.facebook.com/vernonadulthood/**](https://www.facebook.com/vernonadulthood/)
-

Behavioral Discipline Policies

Discipline Policy Overview

This is an adult education program. Each student is held personally responsible for his/her conduct. Students unable to conduct themselves properly may be asked to leave the premises. This will be treated as an absence.

Depending on the severity of the inappropriate behavior, the student may be expelled from the program.

We have included some specific examples of various behavioral issues and the discipline or consequences associated with them. Other issues will be dealt with on a case-by-case basis as they arise.

The Infraction Table that follows lays out Vernon Regional Adult Based Education's administrative guidelines for dealing with discipline issues. The table is divided into categories of infractions (behavior that is not appropriate for Adult Education participants), and the consequences for each of those behaviors after the first offense, the second offense, and the third offense are listed.

Discipline Practices: Infraction Table

Infraction	First Offense	Second Offense	Third Offense
Assault	Suspension from current trimester with loss of credit Recommendation to Regional Director for expulsion		
Causing a False Alarm	Suspension from current trimester with loss of credit Recommendation to Regional Director for expulsion		
Creating a dangerous situation for self or others	One day suspension	Suspension from current trimester with loss of credit Recommendation to Regional Director for expulsion	
Defiance of a building administrator	One day suspension	Suspension from current trimester with loss of credit Recommendation to Regional Director for expulsion	
Defiance of a staff member	Removal from that class with loss of seat time	One day suspension	Suspension from current trimester with loss of credit Recommendation to Regional Director for expulsion
Destruction of property: school or personal	One day suspension or Suspension from current trimester with loss of credit Restitution	Suspension from current trimester with loss of credit Recommendation to Regional Director for expulsion Restitution	
Fighting	Two day suspension	Suspension from current trimester with loss of credit Recommendation to Regional Director for expulsion	
Going out of bounds in the building or on the campus	Written warning	One day suspension	Suspension from current trimester with loss of credit Recommendation to Regional Director for expulsion

Discipline Practices: Infraction Table Continued

Infraction	First Offense	Second Offense	Third Offense
Insolence/Disruptive behavior	Written warning	One day suspension	Suspension from current trimester with loss of credit Recommendation to Regional Director for expulsion
Insubordination to a staff member	Written warning	One day suspension	Suspension from current trimester with loss of credit Recommendation to Regional Director for expulsion
Instigation	Written warning	One day suspension	Suspension from current trimester with loss of credit Recommendation to Regional Director for expulsion
Leaving class without permission	Written warning	One day suspension	Suspension from current trimester with loss of credit Recommendation to Regional Director for expulsion
Leaving school grounds without permission	Written warning	One day suspension	Suspension from current trimester with loss of credit Recommendation to Regional Director for expulsion
Lying to a building administrator	One day suspension	Suspension from current trimester with loss of credit Recommendation to Regional Director for expulsion	
Lying to a staff member	Written warning	One day suspension	Suspension from current trimester with loss of credit Recommendation to Regional Director for expulsion
Plagiarism/Cheating	Written warning Zero on assignment	One day suspension Zero on assignment	Suspension from current trimester with loss of credit Recommendation to Regional Director for expulsion

Discipline Practices: Infraction Table Continued

Infraction	First Offense	Second Offense	Third Offense
Physical altercation	One day suspension	Suspension from current trimester with loss of credit Recommendation to Regional Director for expulsion	
Physically assaulting a staff member	Suspension from current trimester with loss of credit Recommendation to Regional Director for expulsion		
Using a beeper, pager, laser pointer, or cell phone	Written warning	One day suspension	Suspension from current trimester with loss of credit Recommendation to Regional Director for expulsion
Possession of/ consumption of/ under the influence of/ alcohol, contraband drugs, or drug paraphernalia, including any substance deemed injurious by the Regional Director	Suspension from current trimester with loss of credit Recommendation to Regional Director for expulsion		
Possession and/or use of a deadly weapon/dangerous instrument/martial arts weapon/ firearm and other items and/or circumstances outlined by Connecticut Statutes	Suspension from current trimester with loss of credit Recommendation to Regional Director for expulsion		
Possession of tobacco products including chew or lighting agents	Written warning	One day suspension	Suspension from current trimester with loss of credit Recommendation to Regional Director for expulsion
Profanity/Obscene gesture directed toward other student/s	Written warning	One day suspension	Suspension from current trimester with loss of credit Recommendation to Regional Director for expulsion
Profanity/Obscene gesture directed to a staff member	One day suspension	Suspension from current trimester with loss of credit Recommendation to Regional Director for expulsion	

Discipline Practices: Infraction Table Continued

Infraction	First Offense	Second Offense	Third Offense
Refusing to identify oneself	One day suspension	Suspension from current trimester with loss of credit Recommendation to Regional Director for expulsion	
Smoking	One day suspension	Suspension from current trimester with loss of credit Recommendation to Regional Director for expulsion	
Suspicion of Smoking	Written warning	One day suspension	Suspension from current trimester with loss of credit Recommendation to Regional Director for expulsion
Theft of school or personal property or possession of stolen property	One day suspension or Suspension from current trimester with loss of credit Restitution	Suspension from current trimester with loss of credit Recommendation to Regional Director for expulsion Restitution	
Transfer of/ sale of/ distribution of/ alcohol and/or contraband drugs including any substance deemed to be injurious by the Regional Director	Suspension from current trimester with loss of credit Recommendation to Regional Director for expulsion		
Threatening/ Harassment	One day suspension	Suspension from current trimester with loss of credit Recommendation to Regional Director for expulsion	
Threatening a staff member	Suspension from current trimester with loss of credit Recommendation to Regional Director for expulsion		
Tardiness (at the start of class and/or after any designated break)	Loss of seat-time Cannot enter until next class or after the next designated break Consequences repeatable/ may lead to loss of credit		

Discipline Practices: Infraction Table Continued

Infraction	First Offense	Second Offense	Third Offense
Use of discriminatory language, acts or implications regarding one's sex, sexual orientation, religion, race, creed, color, and/or national origin	Written warning	One day suspension	Suspension from current trimester with loss of credit Recommendation to Regional Director for expulsion
Use of a cell phone during class time	Written warning	One day suspension	Suspension from current trimester with loss of credit Recommendation to Regional Director for expulsion
Use of and/or possession of a facsimile of a weapon or possession of any other materials deemed inappropriate for school by a building administrator	One or two day suspension	Suspension from current trimester with loss of credit Recommendation to Regional Director for expulsion	
Use of and/or possession of stink bombs/smoke bombs	Two day suspension	Suspension from current trimester with loss of credit Recommendation to Regional Director for expulsion	
Vandalism	One day suspension or Suspension from current trimester with loss of credit Restitution	Suspension from current trimester with loss of credit Recommendation to Regional Director for expulsion Restitution	

Drug & Alcohol Policy

Policy Statement:

The administration and staff of VRABE Regional Adult Based Education will work to educate, prevent, and intervene in the abusive use of all drugs, alcohol, and mood-altering substances by any member of the student population in accordance with state law. This will be accomplished through curriculum, classroom activities, community support and resources, a strong and consistent administrative and faculty effort, and rehabilitative and disciplinary procedures.

As an extension of this policy, all school district personnel will use the following rules, regulations, and guidelines when responding to any and all drug, mood-altering substances, and/or alcohol-related situations.

Rules and Regulations:

All drugs and substances, restricted or controlled as defined by state law, and alcohol, are forbidden on school grounds and at school-sponsored activities. A student on school grounds prior to, during, or after the school session, or at a school sponsored activity:

- who is affected by alcohol, any narcotic substance, any restricted or controlled drug or any mood-altering substance
- or who possesses, uses, dispenses, sells, or aids in the procurement of alcohol, any narcotic substance, or any substance purported to be a restricted or controlled drug or substance

shall be subject to discipline and arrest whenever warranted, pursuant to the provisions and procedures outlined below. Violations are cumulative over time (i.e., a violation in one year is carried forward to another year).

Any student who is required to take medication prescribed by a physician should inform the Site Administrator/Coordinator and note the condition on the emergency card.

Drug & Alcohol Policy (Continued)

Procedures for Reporting Drug and/or Alcohol Behavioral Problems

1. Any teacher or other school personnel who believes that a student is not functioning properly will contact the Site Administrator/Coordinator or security guard. The staff is not being asked to evaluate whether or not this is chemical in nature. They are not being asked to label or diagnose, but they are to report behavioral/physical observations that might signal the need for further assessment.
2. The Site Administrator/Coordinator will determine whether the student is in need of urgent medical attention.
3. If it is determined that the student's inability to function properly is due to drug or alcohol abuse, the following consequences shall apply:
 - The penalties listed here are minimum penalties with provisions for more severe penalties, not in conflict with the Connecticut General Statutes, where circumstances warrant.
 - First Violation: Any student found to be in violation of this policy for the first time during his/her tenure in the Vernon Regional Adult Based Education will be dismissed from the program.

Gang Type Behavior

To insure a safe, secure learning environment and to help foster an attitude of respect for the rights of others, the administration of Vernon Regional Adult Education enforces a **ZERO TOLERANCE POLICY** toward gang-type behavior. Any violation of this policy will lead to expulsion.

VRABE Regional Adult Based Education has identified gang activity and/or involvement as:

1. Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs, graffiti, or other items that are evidence of membership in or affiliation with a gang.
2. Committing any act or using any speech (either verbal or nonverbal such as gestures, hand-shakes, etc.), that shows membership in or affiliation with a gang.
3. Using any speech or committing any act to further the interest of any gang or gang activity, including but not limited to:
 - A. Soliciting and/or initiating others for membership in a gang.
 - B. Requesting any person to pay for protection or otherwise intimidating or threatening any person.
 - C. Committing any illegal act or violation of school district policies.
 - D. Inciting other students to act with physical violence upon any other person.
 - E. Engaging in concert with others in intimidating, fighting, assaulting, or threatening to assault others.

Smoking

The State Department of Education has established all schools and all school grounds as smoke-free areas. Therefore, smoking in the buildings and/or on school grounds is strictly forbidden at all sites and programs of VRABE. Violation of this policy may result in the expulsion of a student.

Plagiarism/Cheating

All incidents of plagiarism/cheating must be reported immediately to the office and will remain the responsibility of the classroom teacher. The recommended punishment is a grade of zero without an opportunity to retest or make up any work.

Use of Cell Phones and/or Electronic Devices

Cell phones and/or electronic devices (i.e., beeper, pager, etc.) should only be used during breaks and with discretion. If they are used inappropriately:

1. The first violation will result in a warning.
 2. The second violation will result in removal from class; this will be treated as an absence.
-

Outside Visitors

Students are not to bring visitors to school. Any person not enrolled in Vernon Regional Adult Education must report to the Site Administrator/Coordinator's office.

Distribution of Non-School Related Material

Any written material that may cause disruption of the proper and orderly operation of the school or school activities will not be allowed to be distributed at VRABE. The distribution of all posters, brochures, newspapers, and other printed materials must receive written approval from the administration.

Educational Programs

Mandatory Student Orientation Program

(1-hour ZOOM Online Orientation required for high school completion programs)

Credit Diploma Program (CDP)

General Educational Development (GED)

Adult Basic Education (ABE)

English as a Second Language (ESL)

National External Diploma Program (NEDP)

Citizenship

Mandatory Student Orientation Program

All students contemplating a high school diploma must attend a VRABE Orientation (1-hour virtual on Zoom) before beginning classes. The Orientation Session is structured to inform the students of the three options they have to get a diploma:

- CDP (Credit Diploma Program)
- NEDP (National External Diploma Program)
- GED classes (General Educational Development)
- ABE classes (Adult Basic Education/Pre-GED)

At the Orientation, these programs are described. Students will then schedule a one-on-one meeting with a counselor to develop a plan for achieving their diploma. A CASAS appraisal test is administered prior to enrolling in class.

Students must schedule a date to attend the virtual orientation session by registering online at www.vrabe.com or calling 860-870-6060.

Orientations are virtual and offered at various times.

Please see ID requirements for Orientation on the next page.

Mandatory Student Orientation Program ID Requirements

- The student must be at least 17 years of age at the time of enrollment.
- A current, valid, government photo ID including signature (such as passport, driver's license, or a State of CT issued photo ID) is required. Must be a Connecticut I.D. otherwise Proof of Residency is required with out-of-state I.D.
- A military ID (active duty only) is permitted.
- We cannot accept high school IDs.
- If your passport picture was taken a number of years earlier, we must be able to recognize you from the ID photo, or we cannot accept this as a valid ID.
- If current address is not listed on ID, then documentation with current address must be presented, such as a piece of mail, copy of lease, or utility bill.

Credit Diploma Program (CDP)



Credit Diploma Program Overview

Students attend classes in traditional high school academic disciplines to earn credit toward their high school diploma. In addition to earning classroom credit, students may earn credits for a variety of life experiences such as military service, CPR training, and work experience.

CDP Admission Procedure

Each student entering the program must:

1. Be at least 17 years of age.
2. For CDP classes—Attend the mandatory High School Completion Orientation Program as well as an individual meeting with a VRABE Guidance Counselor. (See page 24)
3. Complete a required placement/appraisal test after Orientation.
4. Complete required Registration Forms. Fillable forms are emailed to student after attending Orientation.
5. Reside in one of the member Connecticut towns served by VRABE (listed on page 10).
6. Be officially withdrawn from regular day high school program and present official withdrawal letter from the school (for ages 17 and 18 only). This letter must be signed by a parent or guardian to be accepted by VRABE. Must be a withdrawal from a Connecticut school.
7. Provide a current, valid, government photo ID including signature (such as passport, driver's license, or a CT photo ID issued by the DMV). For passports or out-of-state ID, student must also provide a piece of current mail, lease or utility bill as proof of residency.
8. Arrange to have an official transcript sent to his/her VRABE guidance counselor.
9. Discuss and approve a projected schedule with his/her counselor.
10. Sign a Procedure Form stating he/she has reviewed a Student Handbook and understands the Grievance Procedure (pg. 53).

Academic Schedule

Credit Diploma Trimester Schedule 2022-23 Academic Year

SUBJECT TO CHANGE

Trimester	Begins	Ends	
First	9/12/2022	12/1/2022	<i>Make up days vary by site</i>
Second	12/5/2022	3/2/2023	<i>Make up days vary by site</i>
Third	3/6/2023	5/25/2023	<i>Make up days vary by site</i>
Graduation	<p><u>VRABE Graduation will be in June 2023</u> <u>Date to be determined</u> <u>www.vrabe.com</u></p>		

Credit Diploma Program(CDP) Graduation Requirements

The Vernon Board of Education grants the Vernon Regional Adult Education Diploma on behalf of the Vernon Regional Adult Education Policy Board to students who complete the following requirements:

	Required
English	4.0
Math	3.5
Social Studies (of which 1.0 U.S. History& 0.5 Civics are required)	3.0
Science (1 Life and 1 Physical), plus 1 Other Science	3.0
Vocational/Art	1.0
Health	0.5
Senior/Grad Project	1.0
Financial Literacy (A & B) Note: Part C can only count as an elective	1.0
College Transition or Workforce Prep	1.0
Electives	5.0
TOTAL	23

Students who have successfully completed 1.0 credit of Consumer Math prior to enrolling in our program, need not take Financial Literacy A & B. 23 credits, however, are still required.

(Revised August 2022)

CDP Graduation Requirements (Continued)

A minimum of 23 credits is required for graduation.

Students must earn a minimum of two credits in VRABE's Credit Diploma Program (CDP), including one credit for Senior Project. In addition to granting credit for classroom courses, students may be awarded credits for distance learning and directed independent study as well as a variety of life experiences including work, volunteer service, and/or military service. A student may only take one independent study class.

VRABE Regional Adult Based Education will accept credits from accredited high schools and colleges. An official transcript is required to verify these credits.

Grading System

The grading policy for the VRABE Regional Adult Based Education Credit Diploma Program is as follows:

A+	97-100	B+	87-89	C+	77-79
A	94-96	B	84-86	C	74-76
A-	90-93	B-	80-83	C-	70-73

Inc.	Incomplete (not a final grade)
W	Withdrew
P	Pass – 70 and Above
F	69 and Below

Report cards will be issued three times per year at the conclusion of each trimester. Students who receive an incomplete in a course are given a two-week grace period to make up work, subject to the approval of the instructor. If an incomplete is not made up within this two-week period, it will be recorded as an F in the student's record.

All courses must be completed by the end of the third trimester. In some cases, particularly with graduating seniors, it may not be possible to allow a two-week grace period to make up an incomplete in the last trimester.

Credits

To Receive:	A Student Must:
.50 credit	Receive a minimum grade of 70 Attend class a minimum of 30 hours
1.00 credit	Receive a minimum grade of 70 Attend class a minimum of 60 hours

Attendance/Tardy Policy

The attendance/tardy policy for the VRABE Regional Adult Based Education Credit Diploma Program is as follows:

1. All students are expected to attend class. If a student is absent, he/she must inform their teacher and/or present documentation for the absence.
2. All students are expected to be on time for classes. No student will be allowed in class once instruction has begun without a pass. Students who miss more hours than can be made up will be dropped from the course. There are **NO EXCUSED ABSENCES**.
3. Three tardies to any one class will be treated as one absence. This means that the student must make-up the time of one class session. As with class attendance, a student may reach a point where it is impossible for him/her to make-up the time. Consequently, the student will be dropped from the course.
4. Students leaving the classroom, abusing lavatory privileges, or loitering in the halls will be treated as if they were tardy, and these actions will result in the same consequences as being tardy (see above).

Course Changes

Changes in student schedules will be made only for the following reasons:

- 1. School error in scheduling**
- 2. Failure to meet sequential requirements**
- 3. Addition of courses for seniors who need credit to graduate**
- 4. Extenuating circumstances**

Independent Study

Independent study courses are developed to allow students to pursue educational objectives, which cannot be met by VRABE Regional Adult Based Education's regular curriculum. An independent study equals one credit. Students can only earn one credit through independent study.

If a student is interested in pursuing the independent study option, he/she should do the following:

1. Submit a proposal, in writing, to his/her guidance counselor to be approved by a committee. The committee will be comprised of the counselor, Principal/Site Coordinator, and teacher. The student will receive a study guideline sheet detailing steps that must be completed in this process.
2. The student will submit a typed, double-spaced paper, of not less than 15 pages. Font size will be no larger than 12.
3. The student will include:
 - A. A bibliography
 - B. Visual aids (i.e., graphs, charts, diagrams) and
 - C. Footnotes where appropriate.
4. The student will present an oral presentation of at least 3-5 minutes to the committee. Presentation may include slides, video, handouts, and/or posters.
5. The project must be completed within one trimester.
6. Grading will be based on content, grammar, punctuation, spelling, and presentation criteria determined by the committee.
7. Credit value is 1.0 credit based on the above requirements.
8. Students are required to meet with their independent study teacher a minimum of five times prior to the presentation of the paper.
9. All Independent Study materials must be submitted by the 8th week of the Trimester and presented by the 9th week.

Independent Study (Continued)

Independent Study Guidelines/Log Sheet

Student Name: _____

In order to receive a passing grade for an independent study, the student must strictly adhere to the following:

1. **Written Proposal**: The student must meet with, and submit a written proposal to, the independent study advisor stating what is to be accomplished. This document should be dated, initialed and accompany the final draft when submitted.

<u>Indep. Study Advisor's Initials</u>	<u>Date</u>	<u>Summary</u>
--	-------------	----------------

2. **Outline**: The student must meet with and discuss the outline of his/her independent study with the advisor. This document should be dated and initialed and accompany the final draft when submitted.

<u>Indep. Study Advisor's Initials</u>	<u>Date</u>	<u>Summary</u>
--	-------------	----------------

3. **Rough Draft**: The student must meet with and discuss the rough draft of his/her minimum fifteen-page paper. This document should be dated and initialed and accompany the final draft when submitted.

<u>Indep. Study Advisor's Initials</u>	<u>Date</u>	<u>Summary</u>
--	-------------	----------------

4. **Final Draft**: The student must meet with his/her independent study advisor one last time with the final draft before the student schedules the presentation.

<u>Indep. Study Advisor's Initials</u>	<u>Date</u>	<u>Summary</u>
--	-------------	----------------

Credit Appeal Procedures

Students have the right to appeal the decision to not grant credit. All parties involved may attend a hearing regarding the loss of credit. This appeal must be requested in writing within 7 days of the decision. The decision of the appeals committee will be final.

1. Right to Appeal

- A. When loss of credit(s) occurs, a student has the right to appeal. The initiation of the appeal process is the sole responsibility of the student.
- B. Failure to take advantage of the appeal procedure will result in the automatic loss of credit.

2. Initiation of an Appeal

- A. Complete and return the Loss of Credit/Appeal Procedure Form on next page.
- B. A student statement and other information pertinent to the appeal must be included. The statement must give reasons why credit should be reinstated.

3. Appeal Board

- A. The Board is composed of a teacher (not involved in the course in question), guidance counselor, and a coordinator.
- B. The Board meets on an as needed basis each trimester.
- C. A student may appear before the Board and may bring someone to speak on their behalf.
- D. The Appeal Board considers the following criteria in making its decision:
 - I. The student's statement
 - II. Evidence of improvement
 - III. Recommendation of the teacher and/or others
 - IV. Date of loss of credit
 - V Attendance record
 - VI. Other extenuating circumstances

Credit Appeal Procedures (Continued)

Loss of Credit/Appeal Procedure Form:

The student must complete this form and return it to the Principal/Site Coordinator in order for the request to be considered by the Appeal Board. The following criteria will guide the Board in making its decision:

1. The student's statement
2. Evidence of improvement
3. Recommendation of the teacher and/or others
4. Date of loss of credit
5. Attendance record
6. Other extenuating circumstances

Student Name: _____

Date of Loss of Credit: _____

Course Title: _____

Teacher: _____

Statement of reason for appeal:

Date: _____ **Student Signature:** _____

Date: _____ **Teacher Signature:** _____

Guidance & Counseling

Each student is assigned to a counselor. This counselor will work individually with the student for the duration of the time that the student remains in the VRABE Regional Adult Based Education Program. Conferences between student and counselor usually take place before or after a class. A student may want to discuss the following types of problems with his/her counselor:

1. Difficulties with school subjects or other problems relating to school
2. Self-evaluation in terms of abilities, interests, personal and academic strengths
3. Selection of courses and studies
4. Vocational planning
5. Planning for schools or colleges after graduation
6. Personal problems

Each student enrolled in the Credit Diploma Program will have a minimum of 3 formal counseling sessions: one at admission, one at the beginning of the senior year, and one prior to the last trimester of the senior year. The senior year session will serve the dual purpose of making sure the student's projected schedule will meet graduation requirements and to explore options for the student's future opportunities.

Ongoing programs:

1. Computerized career and college counseling at Rockville High School
2. Academic counseling during the registration process
3. College entrance and financial aid counseling

In addition to these regular ongoing counseling opportunities, students are encouraged to make use of such opportunities as the Tri-Town College Fair run by local high schools.

Graduation and Transcripts

Students may complete credit requirements for graduation at any time during the year, but diplomas are awarded only once a year at graduation by VRABE Regional Adult Based Education and conferred by the Vernon Board of Education.

If a student needs verification of the completion of the diploma program for college, military service, or an employer, an official transcript and an accompanying verification letter will be sent to attest that the student has fulfilled graduation requirements.

Please note that official final transcripts are available only to those students who have fulfilled all obligations. To request a transcript, the student must complete, sign, and submit a transcript release form available at www.vrabe.org or on page 53. The Transcript Release Form must be submitted at least two weeks in advance of date needed.

Each student's academic record is contained in his/her transcripts. The transcript includes:

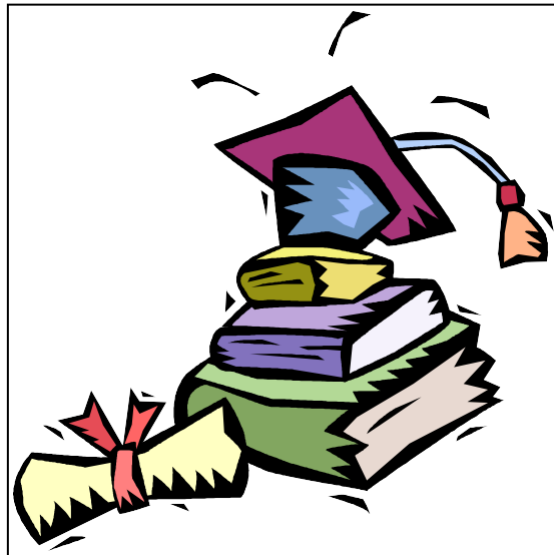
1. Student's name
2. Date of Birth
3. Gender
4. Address
5. Phone Number
6. Date entering program
7. Date of graduation
8. A listing of all courses taken, level of course, final grade and credit

Student Awards

Each year, beginning with the Class of 1987, Vernon Regional Adult Based Education awards the following honors:

Award/Scholarship	Description
Academic Excellence	To the student with the highest grade point average who has earned a minimum of 3 academic credits in the VRABE Regional Adult Based Education CDP program, and to the student who has excelled in the NEDP program.
Exemplification of the Spirit of Adult Education	To those students who, through perseverance and academic achievement, represent the spirit and goals of adult education.
Principal/Site Coordinator's Award	To the student demonstrating integrity, character, and ability to overcome obstacles in order to achieve his/her personal goals.
Vernon Continuing Education Scholastic Award	The Vernon Continuing Education Scholastic Award will be presented to one student. Credit Diploma or NEDP student who plan to further his/her education and demonstrates a commitment to academic achievement may apply. Recipients of this award will receive a "netbook" or similar laptop computer at graduation. For more information and applications, please contact your guidance counselor.
Sandra Callahan Technology Award	The Sandra Callahan Technology Award will be presented to one student for outstanding interest, growth, and commitment to technology. The recipient will be awarded a plaque at graduation.
Patricia Caruso Award	The Patricia Caruso Award will be presented to one student for outstanding effort and achievement in the National External Diploma Program. The recipient will be awarded a plaque at graduation.

General Educational Development Program (GED)



GED Classes

GED classes are conducted in-person or virtual in a group and sometimes an individualized format. The students work on those areas requiring further study, and are able to move on or receive assistance based on need. Once students complete each of the sections of study in their individualized plans and successfully complete GED Ready practice tests in each GED area, they are then prepared to attempt the GED® test.

GED® Test Overview

The primary aim of the General Educational Development (GED®) Testing Program is to provide a second chance for Connecticut adults to obtain their high school diplomas. The tests are intended to appraise the educational development of adults who, for one reason or another, left school before completing their formal high school education.

GED® Test Content

The material found in the GED® test is based on the subjects that most people study in high school in the United States. When taking the test, you will not be asked to know all the information that is usually taught in four years. Instead, you will be tested on your ability to read and process information in four subject areas.

The focus of the GED® test is not on content alone, but rather on skills. You will not be asked to memorize specific dates, names, and places. It is more important to read and comprehend a passage in history or literature than to recall the date of a specific battle or the title of a novel.

The GED® test is actually four different tests. The four content areas of the GED® test are:

1. Reasoning Through Language Arts
2. Mathematical Reasoning
3. Science
4. Social Studies

GED Admission Procedures

Each student entering the program must:

1. Be at least 17 years of age.
2. For GED classes— Attend the mandatory High School Completion Orientation Program; as well as an individual meeting with a VRABE Guidance Counselor. (See page 24)
3. Take a required placement/appraisal test after Orientation.
4. Complete a Registration Form to enroll in classes
5. Reside in one of the member towns served by Vernon Regional Adult Based Education. (listed on page 10).
6. Be officially withdrawn from a regular day high school program and present official withdrawal letter from the Connecticut school (for ages 17 and 18 only).
7. Provide a current, valid, government photo ID including signature (such as passport, driver's license, or a CT photo ID issued by the DMV). For passports or out-of-state ID, student must also provide a piece of current mail, lease or utility bill as proof of residency.
8. Sign Procedure Form stating he/she has received a Student Handbook and understands the Grievance Procedure (pg. 53).

GED Class Policies & Regulations

A. Textbook

A \$25.00 book deposit is required. This deposit will be refunded when the book is returned to us in good condition. If the book has been written in or damaged, a refund will not be issued. The textbook is required for the GED classes.

B. Attendance Policy

In order to successfully prepare for the GED® test, class attendance must be taken seriously. Student should inform teacher of absence and/or provide documentation of absence. If a student misses 4 classes, he/she may be dropped from the class. The student is welcome to reenter class when a new session begins. Friends and family members may not accompany you to class.

GED® Official Test Registration Procedures

(TEST ONLY)

Eligibility for GED® Testing

1. Must be at least 17 years of age.
2. If you are 17 or 18 years old, you must submit documentation that you have been officially withdrawn from a Connecticut high school for at least six months prior to registering for the GED® Test or provide proof that the class you entered ninth grade with has graduated.
3. Provide a current, valid, government photo ID including signature (such as passport, driver's license, or a CT photo ID issued by the DMV). For passport or out-of-state ID, student must also present a piece of current mail, lease or utility bill providing residency.
4. Must not have a United States high school diploma.
5. An official GED® practice test (GED Ready) is required prior to testing in each subject area.

Accommodations for GED Special Testing

Accommodations for the GED test are available for qualified individuals with a disability. For more information, contact Cortney Gerlach (cortney.gerlach@vernonct.org) or Shari Beaupre (shari.beaupre@vernonct.org) at 860-870-6060. You may also contact Sabrina Mancini at the Connecticut State Department of Education at 860-807-2110.

Recognition of the GED®

A Connecticut State High School Diploma is awarded when a student passes the GED® test. This Diploma is recognized by employers, unions, state and federal civil services. Roughly 98 percent of U.S. colleges and universities accept GED® graduates in the same manner as high school graduates, but check with the institution to which you are applying to be certain.

The 2014 GED® Test is scored by computer using an entirely new scale. Test-takers will need a minimum score of 145 on each of the four content areas (Reasoning Through Language Arts, Mathematical Reasoning, Science, and Social Studies) in order to be eligible to receive a high school equivalency credential.

GED® Test Scores

The GED® test score levels are:

- (145-164) – Pass / High School Equivalency
- (165-174) – GED® College Ready
- (175-200) – GED® College Ready + Credit

If you've earned the College Ready score on your GED® test, it means that you likely have the skills to start college-level courses. Depending on the school or program you apply to, you may not have to take a placement test or any remedial (non-credit) courses in college, which will save you money when working on a college certificate or degree. Talk to your college's admissions office to learn more about their policies.

If you've earned the College Ready + Credit score on your GED® test, it means that you have already demonstrated some of the same skills that are taught in college-level courses. Depending on the school or program you apply to, you may be eligible for up to 3 credits in Math, 3 credits in Science, 3 credits in Social Studies, and up to 1 credit in English, which will save you money and time when working towards your college certificate or degree.

GED® Test Scores & Transcript Request

Test-takers can access their GED® Score Report on www.ged.com within 24 hours of completion of each subject area. An e-mail is sent to the test-taker with an alert that their scores are ready to view. Test takers can request their official GED® Transcript at www.ged.com. Go to the bottom of the home page, look for Take Action, click Request a Transcript and select CT. Follow instructions to obtain your official transcript.

To receive an official copy of your GED® transcript or have a transcript sent to a college, training provider or employer, please complete the form found on the CT State Department of Education website, sign it and return to the Connecticut State Department of Education at the address on the form. There is no fee for this service. All requests are processed within ten (10) business days of receipt of the request. Go to www.sde.ct.gov/sde, click on Adult Education, GED Testing, then on Request Transcript/Verify a GED.

Adult Basic Education (ABE)



ABE Overview

Adult Basic Education (ABE) virtual classes, are designed to assist those students who may not have the skills necessary to attend GED classes. Students work individually with the classroom teacher on basic math, reading and writing skills. Instructional levels can range from functional literacy to pre-GED readiness.

ABE Admission Procedures

Each student entering the program must:

1. Be at least 17 years of age.
2. For ABE classes — Attend the mandatory High School Completion Orientation Program; as well as an individual meeting with a VRABE Guidance Counselor (see page 24).
3. Take a required placement/appraisal test after Orientation.
4. Complete a Registration Form to enroll in classes.
5. Reside in one of the member towns served by VRABE Regional Adult Based Education (listed on page 10)
6. Be officially withdrawn from regular day high school program and present official withdrawal letter from the school (for ages 17 and 18 only).
7. Provide a current, valid, government photo ID including signature (such as passport, driver's license, or a CT photo ID issued by the DMV). For passports or out-of-state ID, student must also provide a piece of current mail, lease or utility bill as proof of residency.
8. Sign Procedure Form stating he/she has received a Student Handbook and understands the Grievance Procedure (pg. 53).

English as a Second Language Program (ESL)



ESL Overview

Any adult student who wishes to increase fluency in English may participate in ESL classes (in-person or virtual) that are offered within the 14-town region. Pretests are given and class placement is based on the student's level of English. Students practice by speaking, listening, and writing with their peers under the guidance of the teacher. Classes are small to allow for active participation.

The focus is on using English for real-life needs and helping you acquire the skills and knowledge necessary to become active and informed parents, workers and community members. This is a wonderful opportunity to experience a variety of cultures, and develop English skills in a supportive setting.

ESL Admission Procedures

Each student entering the program must:

1. Be at least 17 years of age.
2. Complete a Registration Form to enroll in classes.
3. Reside in one of the member towns served by VRABE Regional Adult Based Education (listed on page 10)
4. Be officially withdrawn from regular day high school program and present official withdrawal letter from the school (for ages 17 and 18 only).
5. Provide a current, valid, government photo ID including signature (such as passport, driver's license, or a CT photo ID issued by the DMV). For passports or out-of-state ID, student must also provide a piece of current mail, lease or utility bill as proof of residency.
6. Take required placement tests. The teacher will use this information to help meet the instructional needs of the student.
7. Sign Student Signature Page stating he/she has read the ESL Student Handbook.

National External Diploma Program (NEDP)



NEDP Overview

The National External Diploma Program (NEDP) provides students with a path toward high school completion. It is an ideal program for students who are motivated and self-directed. Students work individually with an assessor to demonstrate high school level mastery of skills. This computer-based program takes approximately 6-12 months to complete. A VRABE Regional High School Diploma is granted upon successful completion of the program. NEDP measures academic and life skills, such as:

- Communication
- Technological Knowledge
- Health Literacy
- Cultural Literacy
- Civic Literacy & Community Participation
- Consumer Knowledge
- Science
- Financial Literacy
- Geography/History
- Occupational Preparedness

The NEDP Sequence is as follows

1. **Appraisal Testing**— Tutors are available if needed
2. **Diagnostic Phase**— Assessment of math, reading and writing skills
3. **Assessment Phase**— Demonstration of competencies through computer use
4. **Post-Task Assessment Phase (PTA's)**— Correction of those skills not demonstrated
5. **Individualized Assessment**— Verification by an Employer; or Instructor Verification of a Training Program; or Advanced Academic Assessment; or Verification of Occupational Skills

NEDP Admission Procedures

Each student entering the program must:

1. Be at least 17 years of age.
2. For NEDP - Attend a mandatory High School Completion Orientation Program (see page 24).
3. Call the NEDP office, 860-870-6060, located at the Rockville High School, Vernon, CT to make an appointment for an information session after the orientation.
4. Complete a Registration Form to enroll in classes.
5. Reside in one of the member towns served by Vernon Regional Adult Based Education (listed on page 10)
6. Be officially withdrawn from regular day high school program and present official withdrawal letter from the school (for ages 17 and 18 only).
7. Provide a current, valid, government photo ID including signature (such as passport, driver's license, or a CT photo ID issued by the DMV). For passports or out-of-state ID, student must also provide a piece of current mail, lease or utility bill as proof of residency.
8. Sign Procedure form stating he/she has received a Student Handbook and understands Grievance Procedures (pg. 53).

Citizenship Overview

The instruction in this online program is designed for foreign born adults who wish to become U.S. Citizens. Persons completing this program are prepared to pursue citizenship through the prescribed process of the United States Citizenship and Immigration Services. Students must be able to pass an appraisal test which is administered prior to class start date.

Citizenship Admission Procedures

Each student entering the program must:

1. Be at least 17 years of age.
2. Complete a Registration Form to enroll in classes.
3. Reside in one of the member towns served by VRABE Regional Adult Based Education (listed on page 10)
4. Be officially withdrawn from regular day high school program and present official withdrawal letter from a Connecticut high school (for ages 17 and 18 only).
5. Provide a current, valid, government photo ID including signature (such as passport, driver's license, or a CT photo ID issued by the DMV). For passports or out-of-state ID, student must also provide a piece of current mail, lease or utility bill as proof of residency.
6. Take required placement tests.
7. Classes are offered online in the Fall and Spring. Morning or evening classes are available.

Grievance Procedures

In all societies, problems or disagreements occur. Because VRABE Regional Adult Based Education serves adults, the parties involved are always encouraged to seek solutions. If they are not successful, the following procedure should be followed:

- Step 1:** The student must approach his/her Instructor and explain the problem.
- Step 2:** In the event that the problem is not solved, he/she must then approach the Counselor for his/her program. The counselor must provide a written memo outlining the issues for the student, and discuss concerns that involve a staff person with the Site Administrator. A response should be provided to the individual submitting the grievance no later than 7 days into the grievance.
- Step 3:** In the event that the problem still is not resolved, the student must then approach the Site Administrator. The Site Administrator must review the documentation and respond. The student will then review the resolution documented by the Counselor and student and provide written resolution for the issue no later than 7 days after the issue has been documented.
- Step 4:** In the event that the problem still is not resolved, the Regional Director after reviewing the Site Administrator's resolution, will meet with the student and the Counselor.
- Step 5:** The Regional Director, Andrew Rockett, can be reached at 860-870-6060. His mailing address is: Vernon Regional Adult Based Education, 70 Loveland Hill Road, Vernon, CT 06066.

All decisions reached in steps 2 through 4 will be documented and provided in writing for all parties concerned.

**THIS FORM IS PART OF THE STUDENT INFORMATION FORM (SIF)
AND COMPLETED AT TIME OF REGISTRATION**

Acceptable Use Policy Form
On-Line Access Contract for Student Usage -Adult Education

PLEASE PRINT

Name _____ School _____ Date _____

Home Address _____

I agree to take personal responsibility for following the rules of the acceptable use policy stated in this contract. I will:

- use the on-line resources provided by my school ONLY for school-sanctioned projects.
- use the on-line resources provided by my school ONLY with the permission of a teacher or library media specialist.
- use language on-line which is consistent with school policy.
- not tamper with equipment or software; nor alter the network interface; nor attempt to gain access to the data and files of others; nor attempt to access information on the Internet, or other online services, not consistent with the educational goals of the school; nor violate any copyright laws.
- report any problems or breaches of this agreement to a teacher.
- not use the Internet inappropriately and understand that if I do, my behavior will result in:
 1. losing all on-line privileges within the school setting
 2. being subjected to disciplinary measures under Vernon Regional Adult Based Education Policy, Board of Education Policy, and/or being referred to the appropriate legal authorities, if warranted.

Student Signature: _____ Date: _____



Waiver Form [photos | video | artwork | profiles | stories | internet]

Program (Circle One): CDP GED ABE ESL NEDP

Vernon Regional Adult Based Education (VRABE) has my permission to use my photograph, video and audio recordings, likeness, artwork, profile and/or story in this and future publications, web pages and other promotional materials produced, used by, and representing VRABE.

Signature _____ Date _____

Parent Signature (if under 18) _____ Date _____

Print Name _____ Phone # _____

OPTIONAL

**Vernon Regional Adult Based Education
Student Emergency Card**

Date: _____

Personal Information - Please Print All Information	
Last name	
First name	
M.I.	
Birthday (MM/DD/YYYY)	
Home address	
Home phone	
Cellular phone	
e-mail address	
Emergency Information	
(1)Emergency contact's name	
Relationship	
Address	
Phone number(s)	
(2)Emergency contact's name	
Relationship	
Address	
Phone number(s)	
Medical Information (Optional)	
Doctor's name	
Address	
Phone number	
Medical conditions	
Allergies	
Current medications	

VERNON REGIONAL ADULT BASED EDUCATION

Rockville High School, 70 Loveland Hill Road, Vernon, CT 06066

PHONE (860) 870-6060 FAX: (860) 870-6455

<http://www.vrabe.org>

TRANSCRIPT RELEASE FORM

PLEASE PRINT NEATLY AND FILL IN ALL INFORMATION

Current Name: _____
 Last First Middle

Name at the time you were enrolled in Vernon Regional Adult Based Education (if different from above):

 Last First Middle

Current: _____
Address (Street) (Apt. #) (Town) (State) (Zip)

Phone: - - **Email address:** _____ **Birth:** / /
Date Mo/ Day/ Yr

Program (check one): CDP (Credit Diploma Program) NEDP (National External Diploma Program)

FOR GED TRANSCRIPT: If you received your *State High School Diploma* by passing *GED* test, we **DO NOT** have your transcript. Go to <http://www.sde.ct.gov/sde>, click on *Adult Ed*, then *GED*. Fill in *GED* transcript request form and mail to: *GED Office, CT State Dept. of Education, 450 Columbus Boulevard, Hartford, CT 06103-1841. Phone: 860-807-2110.*

Site You Attended: _____ **Year of Graduation:** _____ **Or Last Year of Attendance:** _____

STUDENT SIGNATURE: _____ **DATE:** _____

PARENT/GUARDIAN SIGNATURE: _____ **DATE:** _____
 (Required if the student is under 18)

To have VRABE send your transcript to you, college and/or an institution:

- 1) Fill in all details on this form and return at least **2 weeks** before you need your transcript.
- 2) **Sign and Mail** this form to the above address, or **Fax** to 860-870-6455. We do not charge for transcripts.
- 3) When you receive your transcript, it must remain in a **sealed VRABE envelope** to be **OFFICIAL**.

Name of Person	College/Institution	Street Address	Town	State	Zip
1.					
2.					
3.					



VRABE

REGIONAL ADULT BASED EDUCATION

Student Commitment Form

With a rich variety of no-cost academic programs, VRABE brings exciting learning opportunities to adults in our 14-town region. Our mission is to offer dynamic, multicultural services in an atmosphere of respect, appreciation, and acceptance of all. Join us to further your education, enhance your career growth, and pursue success both personally and professionally!

Partnership

As a VRABE student I realize that achieving success is a partnership between myself and VRABE, and that each has responsibilities as well as rewards. Therefore,

I agree to:

1. Complete **registration** paperwork, provide a valid I.D. and proof of address within the VRABE district;
2. Complete a pretest **and** a post **test**, both of which are required by the State of Connecticut;
 - a. Text or call VRABE if missing a scheduled pre- or post-test;
 - b. 3 missed tests results in removal from the program for the remainder of the semester;
3. Comply with **attendance** requirements:
 - a. Text or call VRABE to inform them of absence;
 - b. Three absences without a text or call results in removal from the class for the remainder of the semester;
 - c. 5 total absences, even with text or call, results in removal from the class for the remainder of the semester;
4. Provide notice of known extended absences;
5. Return any borrowed equipment within 5 days of completion of course, and undamaged;
6. Complete an exit survey

VRABE agrees to:

1. Provide **academic guidance** for placement in the appropriate program;
2. Assist in completing all registration and other forms;
3. Respond quickly to any inquiries or complaints;
4. Provide **professional referrals** for any other student needs;
5. Provide **academic support** through our **Student Success Center**;
6. Provide assistance with **college** applications, scholarship applications, and FAFSA preparation;
7. Provide additional courses and **workforce** development opportunities such as Customer Sales & Service certification, ServeSafe certification, Certified Nurse's Assistant training, and manufacturing Pre-Apprenticeship programs;
8. Provide school supplies for learning as necessary, including textbooks and loaner Chromebooks;
9. **Communicate** regularly and frequently;
10. Maintain **respectful** and **professional** behaviors

I, (Student Name) _____ agree to meet the expectations set forth above,

Student Signature _____ Date _____

VRABE Site Administrator/Coordinator _____ Date _____

"No Adult Left Behind"

Student Signature Page

Please sign, detach, and give to your teacher/site administrator

I have reviewed the Student Handbook stating the VRABE Regional Adult Based Education policies.

Student Name _____
(please print clearly)

Student Signature: _____ Date: _____

I have read and understand the Grievance Procedure.

Student Signature: _____ Date: _____

⇒ **www.vrabe.com**
⇒ **Resources**
⇒ **Student Handbook**