

Vernon Regional Adult Basic Education

STUDENT HANDBOOK

2009 - 2010

Carl Mandell Ed. D, Regional Supervisor

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Equal Opportunity/ Affirmative Action Statement

It is the policy of the Vernon Board of Education/Vernon Regional Adult Education not to discriminate on the basis of race, color, religious creed, age, marital status, national origin, sex, sexual orientation, mental disability, or physical disability in any of its education programs, activities, or employment policies.

It is the intention of the Vernon Board of Education/Vernon Regional Adult Education to be in compliance with:

- TITLE VI OF THE CIVIL RIGHTS ACT OF 1964
- TITLE D OF THE EDUCATION AMENDMENTS OF 1972
- SECTION 504 OF THE REHABILITATION ACT OF 1973
- Connecticut General Statutes Section 4-114a
- Connecticut General Statutes Section 10-15c

Please note: Any student, parent, guardian, staff member, or applicant to a program or for employment who feels that he/she has been discriminated against on the basis of race, color, national origin, sex, sexual orientation, or handicap shall contact the designated compliance coordinator within thirty (30) days of the alleged occurrence to discuss the nature of the complaint. Please contact Carl Mandell Ed. D, Regional Supervisor at (860) 870-6000 X139.

Mission Statement

The mission of the Vernon Regional Adult Basic 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.

**CONNECTICUT
ADULT EDUCATION**



EXPERIENCE THE POWER OF LIFELONG LEARNING

Vernon Regional Adult Education Staff

Carl Mandell, Ed. D
vacant position

Regional Supervisor
Regional Facilitator

Policy Board Members

Mr. Paul Smith	Bolton
Ms. Karen Loiselle	Colchester
Dr. Donna Bernard	Coventry
Mr. Timothy Howes	East Windsor
Mr. Steve Cullinan	Ellington
Dr. Rosemary Tralli	Glastonbury
Ms. Patricia Brooks	Manchester
Mr. Bruce Silva	Region 8
Mr. Daniel S. Hansen	South Windsor
Dr. Kathryn Eidson	Tolland
Mr. Richard Paskiewicz	Vernon
Dr. Carl Mandell	VRABE

Vernon Board of Education Members

Mrs. Catherine Rebai, Chairperson
Mr. George Apel
Mr. Amarjit S. Buttar
Mrs. Anne Fischer, Vice Chairperson
Mr. Dean Houle
Mrs. Diana Gagne
Mr. David Kemp
Mrs. Susan Norlie-Hesnan
Mrs. Vicky Rispoli

General Information



***Vernon Regional
Adult Basic
Education***

Towns Served/Site Programs and Locations

Ashford	East Windsor	Manchester	Tolland
Bolton	Ellington	Mansfield	Vernon
Colchester	Glastonbury	South Windsor	Willington
Coventry			

Site	Programs	Location
Colchester	CDP ESL GED	Bacon Academy 611 Norwich Avenue Colchester, CT 06415
Storrs / Mansfield	CDP GED / ABE ESL	E.O. Smith High School 1235 Storrs Road Storrs, CT 06268
	ESL Day	Mansfield Public Library 54 Warrenville Road, Rt. 89 Mansfield, CT 06250
Glastonbury	GED / ABE ESL	Glastonbury High School 330 Hubbard Street Glastonbury, CT 06033
	ESL Day	Lutheran Church of St. Mark 75 Griswold Street Glastonbury, CT 06033
Manchester	CDP GED / ABE ESL Citizenship	Manchester High School 134 East Middle Turnpike Manchester, CT 06040
	Phoenix Expulsion Program GED Days ESL Day NEDP College Transition/Nellie Mae TCC	CT Works -- One Stop 893 Main Street Manchester, CT 06040
	GED Day	Manchester Community College Great Path Manchester, CT 06040
Vernon	CDP GED / ABE ESL Citizenship	Rockville High School 70 Loveland Hill Road Vernon, CT 06066
	GED / ABE ESL	Rockville Center 33 West Main Street
	NEDP	Vernon, CT 06066
East Windsor	ESL GED / ABE	East Windsor High School 76 South Main Street East Windsor, CT 06088

Contact Information

Central Office:

Phone: (860) 870-6000 ext. 139

Toll Free: 1-866-564-2368

Fax: (860) 870-6583

Rockville High School Office:

Phone: (860) 870-6060

Fax: (860) 870-6455

Manchester High School Office:

Phone: (860) 533-7140

Fax: (860) 646-3727

CT - Works One Stop

Phone: (860) 643-2222

Fax: (860) 643-0006

Rockville Center

Phone: (860) 870-3703

- For all other sites please contact either the Central Office
 - or the Rockville High School Office*

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 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.

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 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		
Possessing 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 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 Restitution	

Drug & Alcohol Policy

Policy Statement:

The administration and staff of Vernon Regional Adult 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 school session, or whenever 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 Principal/Site 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 Principal/Site 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 Principal/Site 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:

Penalties enumerated herein 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 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.

Vernon Regional Adult Basic 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 (gestures, hand-shakes, etc.), showing 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. Violation of this policy may result in the expulsion of a student. This policy applies to all sites and programs of VRABE.

Cheating

All incidents of 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.

Possession of Cell Phones and/or Electronic Devices

The above items should only be used during breaks and with discretion. If they are used inappropriately, the following will be applied:

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 Principal/Site 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 Vernon Regional Adult Education. The distribution of all posters, brochures, newspapers, and other printed materials must receive written approval from the administration.

Educational Programs

Mandatory Student Orientation Program

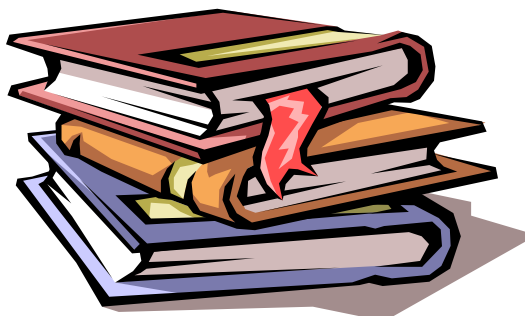
Credit Diploma Program

General Education Development

Adult Basic Education

English as a Second Language

National External Diploma Program



Mandatory Student Orientation Program

As of March 2008 VRABE has begun implementing an Orientation that all students contemplating a high school diploma must attend 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 – often referred to as evening school), NEDP (National External Diploma Program), and GED classes (General Education Development).

At the sessions the programs are described and students participate in a goal setting activity. CASAS appraisal testing is also administered. Students will then schedule a one-on-one meeting with a counselor to develop a plan for achieving their diplomas.

Students must schedule a date to attend the orientation session by calling 860-870-6000 ext. 139, or 860-870-6060 ext. 11, or toll free 866-564-2368. Orientations are held at multiple sites and at various times.

Credit Diploma Program

(CDP)



Overview

Students attend classes to earn credit toward their high school diploma in traditional high school academic disciplines. 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.

During the 2004-2005 school year, Distance Learning was incorporated into the program.

Admission Procedure

Each student entering the program must:

1. Be at least 16 years of age.
2. Attend the mandatory High School Completion Orientation Program as well as an individual meeting with a VRABE Guidance Counselor. (See page 19)
3. Provide proper documentation that they are not registered students in any other high school as follows: Provide documentation from the school that they have officially withdrawn from. If the student is under 18, the student must have a letter of withdrawal from the last attended school. This letter must be signed by a parent or guardian to be accepted by VRABE.
4. Complete a registration form.
5. Provide a photo identification card.
6. Arrange to have official transcript sent to his/her guidance counselor.
7. Discuss and approve a projected schedule with his/her counselor.
8. Complete an appraisal test.
9. Sign a Procedure Form stating he/she has received a Student Handbook and understands the Grievance Procedure.

Academic Schedule

Credit Diploma Trimester Schedule 2009-2010 Academic Year

SUBJECT TO CHANGE

Trimester	Begins	Ends	Make-up Dates
First	Week of 9/14/2009	Week of 11/23/2009	Week of 11/30/2009
Second	Week of 12/14/2009	Week of 03/08/2010	Week of 03/15/2010
Third	Week of 03/22/2010	Week of 06/01/2010	Week of 06/7/2009
Graduation	Graduation date tentatively scheduled for Wednesday, June 23, 2010		

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:

<u>Requirement</u>	<u># of Credits</u>
English	4 Credits
Mathematics	3 Credits
Social Studies	1.5 Credits
U.S. History	1 Credit
Science	2 Credits
Vocational Education	.5 Credit
Computer Education	.5 Credit
Health	.5 Credit
Civics	.5 Credit
Senior Project	1 Credit
Work Preparation/College Transition*	.5 Credit
Electives	5.0 Credits
Personal Finance**	
Total	20 CREDITS

* The Work Preparation or College Transition .5 credit is a requirement for any new student entering as of 9/2005.

** Personal Finance is a requirement for any new student entering as of 9/2007. This course will fulfill 1/2 credit math and 1/2 credit computer education

Graduation Requirements (Continued)

A minimum of **20 credits** is required for graduation.

A minimum of 2 (two) credits, one credit and a Senior Project, must be completed with Vernon Regional Adult Education as part of the 20 credits. 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 services and/or military service.

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

Credits earned from a non-accredited high school will be evaluated by the Counselor. **However, there is no guarantee that the credit will be transferred either in part or full.**

Grading System

The 2009-2010 grading policy for the Vernon Regional Adult Basic 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 2009-2010 attendance/tardy policy for the Vernon Regional Adult Basic Education Credit Diploma Program is as follows:

1. All students are expected to attend class. If a student is absent, he/she must 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 in regarding tardies (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 circumstance

Independent Study

Independent study courses are developed to allow students to pursue educational objectives, which cannot be met by the Vernon Regional Adult Education's regular curriculum.

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 one (1) 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. Independent Study must be submitted by the eighth (8th) week of the Trimester and presented by the ninth (9th) week.

Independent Study (Continued)

Independent Study Guidelines/Log Sheet

Student Name: _____

In order to receive a passing grade for independent studies, students must strictly adhere to the following:

1. 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 and initialed and accompany the final draft when submitted.

Independent Study

Advisor's Initials

Date

Summary

2. 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.

Independent Study

Advisor's Initials

Date

Summary

3. 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.

Independent Study

Advisor's Initials

Date

Summary

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

Independent Study

Advisor's Initials

Date

Summary

Tutorial Guidelines

Credit Diploma Tutorial courses have been developed to allow students to meet the graduation requirements of Vernon Regional Adult Education. Tutorials are only available at a limited number of sites. Students participating in tutorials must:

1. Schedule an appointment to meet with a guidance counselor/administrator in the Credit Diploma Program. Please call the Vernon Regional Adult Education office at (860) 870-6060 Monday, Tuesday, or Wednesday evenings from 5:00 p.m. to 9:00 p.m.
2. To obtain a full credit, the student must attend class a minimum of 30 hours and successfully complete all required work, including outside work.
3. To obtain one-half credit, the student must attend a minimum of 15 hours and successfully complete all required work, including outside work.
4. Students must keep an official log (obtained from the instructor) documenting the amount of time spent on tutorial studies outside the classroom.
5. Students must accumulate a minimum of thirty (30) hours of study outside the classroom for one full credit and a minimum of fifteen (15) hours of study outside the classroom for one-half credit.
6. Classroom time and outside study time must equal 30 hours to earn half credit and 60 hours to earn 1 credit.
7. Grades will be based upon completion of required packet materials with a minimum grade average of 70. Documentation is to be submitted at the completion of the class and must include a log sheet, packet evaluation and attendance record.

Additional Course Options

Tutorial classes are offered for those who are eligible. Any options must be discussed and approved by the counselor and the Principal/Site Coordinator.

If a student attends classes at another institution while enrolled in the Vernon Regional Adult Education, he/she is bound by the regulations of that school for such classes. Acceptance of these credits is at the discretion of Vernon Regional Adult Education. It is strongly recommended that students consult with the Vernon Regional Adult Education counselor before enrolling elsewhere.

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 seven (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, students have 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 ([page 33](#)).
- 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. Students 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:

Students 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:

Student Signature: _____

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 Vernon Regional Adult 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

Each student enrolled in the Credit Diploma Program will have a minimum of three (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.

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 **the diplomas are awarded only once a year at graduation.**

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 including returning all textbooks. Furthermore, official transcripts cannot be given directly to a student. The student must complete a signed transcript release form in order to process the request. The official transcript will be mailed to the institution requesting it.

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

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

Diplomas of the Vernon Regional Adult Basic Education are awarded annually and conferred by the Vernon Board of Education.

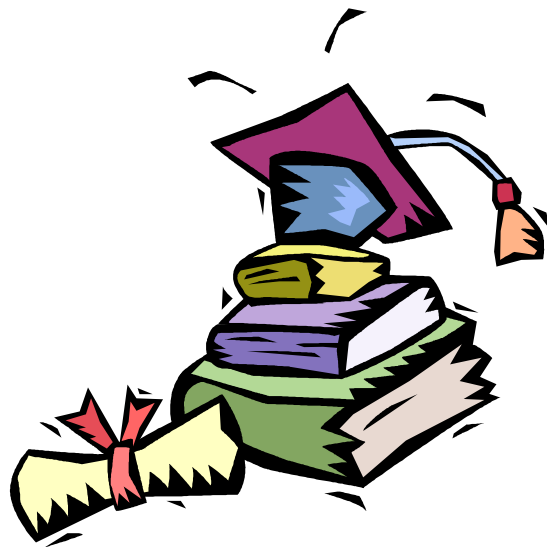
Student Awards

Each year, beginning with the Class of 1987, the Vernon Regional Adult 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 Vernon Regional Adult Education CDP, and to the student who has excelled in the NEDP program.
Exemplification of the Spirit and Goals of Adult Education	To those students who through perseverance and academic achievement represent the spirit of the adult education student.
Principal/Site Coordinator's Award	To the student demonstrating integrity, character, and ability to overcome obstacles in order to achieve his/her personal goals.
Florida I. Ryan and Scott Jeffrey Brown Scholarships	The Florida I. Ryan and Scott Jeffrey Brown scholarships are available to students who receive their GED or Credit Diploma through Vernon Regional Adult Education, and who wish to further their education. For more information and applications, please contact your guidance counselor.
Vernon Continuing Education Scholastic Awards	The Vernon Continuing Education Scholastic Award will be presented to two students. Credit Diploma students who plan to further their education and demonstrate a commitment to academic achievement may apply. A "netbook computer" will be awarded to recipients at graduation. For more information and applications, please contact your guidance counselor.

General Education Development Program

(GED)



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.

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 five subject areas.

The focus of the GED 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 five different tests. The tests are composed entirely of multiple-choice questions, except for the 200-word essay that students are required to write as part of the Writing Skills test. The five components of the GED test are:

1. Writing Skills
 - A. Part One - Usage, Sentence Structure, and Mechanics
 - B. Part Two - Essay
2. Social Studies
3. Science
4. Interpreting Literature and the Arts
5. Mathematics
 - A. With calculator
 - B. Without calculator

Requirements

A. Eligibility for GED Class Registration

1. Must be at least 16 years of age.
2. For GED classes only—Must attend the mandatory High School Completion Orientation Program; as well as an individual meeting with a VRABE Guidance Counselor. (See page 19)
3. Must reside in one of the member towns served by Vernon Regional Adult Education.
4. Must be officially withdrawn from regular day high school program.
5. Must furnish parental permission document of withdrawal if 18 years of age or under.

B. Eligibility for GED Testing

1. Must show official form of I.D. (license, state ID, passport, military ID).
2. Must be at least 17 years of age.
3. Must show written proof that they have been officially withdrawn from high school for at least six months or must have entered high school with a ninth grade class that has graduated.
4. Must not have a United States high school diploma.
5. An official GED practice test is available prior to testing, but not mandatory.

C. Accommodations for Special Testing

Accommodations for individuals with disabilities can be made by contacting the GED registrar at Vernon Regional Adult Education's Central Office at (860) 870-6000 extension 139.

D. Admission Procedure

1. All students who register for GED class must take a required placement test.
2. Complete a Registration Form.
3. Provide a photo identification card, which shows date of birth and signature.
4. Sign Procedure Form stating he/she has received a Student Handbook and understands the Grievance Procedure.

Class Policies & Regulations

A. Textbook

A \$16.00 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 full refund will not be issued. The textbook is required for the GED classes.

B. Attendance Policy

In order to successfully prepare for the GED exam, attendance in class must be taken seriously. 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 Classes

GED classes are conducted in an individualized format. Each student, based on initial screening results, receives a personal plan of study. The students work only 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 practice tests in each GED area, they are then prepared to attempt the GED test.

Recognition of the GED

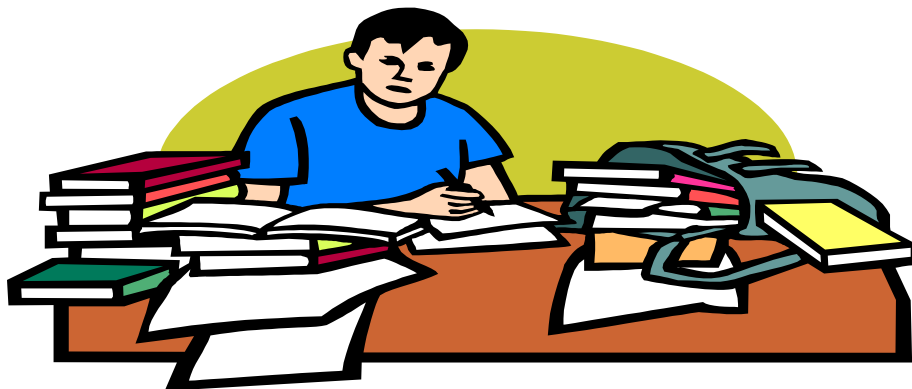
The GED is recognized by employers, unions, state, and federal civil services. Most vocational institutes, colleges, and universities accept students who have obtained a GED. All fifty states and parts of Canada use the GED test results to issue high school equivalency credentials; each state has its own standards for what constitutes a passing grade. Currently in Connecticut, a total score of 2250, with a minimum score of 410 in each of the 5 (five) tests is required. An Honors Diploma can be achieved by scoring a minimum of 550 on each test and a total score of 3000. For further information about the requirements in your state, see your Principal/Site Coordinator.

Copy of GED Transcript

Students will receive their GED test scores by mail within two to three weeks after testing. Official GED test scores are kept at the State Department of Education. You can get a copy of your scores by calling your Principal/Site Coordinator and asking for a Request for Official GED Transcript Form. Fill this form out and mail or fax it to the State Department of Education. Currently there is no charge for this transcript.

Adult Basic Education Program

(ABE)



Overview

Adult Basic Education 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.

Admission Procedures

The student must:

1. Be at least 16 years of age
2. Officially withdrawn from high school
3. Attend the mandatory High School Completion Orientation Program; as well as an individual meeting with a VRABE Guidance Counselor. (See page 19)
4. Complete a Registration Form
4. Provide a photo identification card, which shows date of birth and signature
5. Sign Procedure Form stating he/she has received a Student Handbook

Understands the Grievance Procedure

English as a Second Language Program

(ESL)



Overview

Any adult student who wishes to increase fluency in English may participate in ESL classes that are offered within the 13-town region. Class placement is predicated on the student's level of English proficiency. Students practice by speaking, listening, and writing with their peers under the guidance of the teacher. Classes are small to allow for active participation. This is a wonderful opportunity to experience a variety of cultures.

Admission Procedure

The student must:

1. Be 16 years of age
2. Register for ESL classes and take a required placement test. The guidance counselor and teachers will use this information to plan an individual program of study.
3. Complete a Registration Form
4. Provide a photo identification card, which shows date of birth and signature
5. Sign Procedure Form stating he/she has received a Student Handbook
6. Understands the Grievance Procedure

National External Diploma Program

(NEDP)



Overview

The National External Diploma Program is a high school diploma program for adults who have acquired their academic skills through life and work experiences and can demonstrate what they have learned. EDP measures academic and life skills, such as:

- Reading
- Critical Thinking
- Oral Communication
- Mathematics
- Writing
- Self Awareness
- Consumer Awareness
- Occupational Awareness
- Scientific Awareness
- Social Awareness

As part of the National External Diploma Program, you are required to have an individualized skill. This can be demonstrated by:

- An advanced academic skills portfolio
- Verification of occupational skills by a community assessor
- Verification of job skills by a current employer
- Assessment of home management experience

Students are asked to demonstrate skills in practical ways such as:

- Reading a newspaper or lease
- Writing a resume
- Using local resources
- Comparing prices

Admission Procedure

The student must:

1. Attend a mandatory High School Completion Orientation Program; as well as an individual meeting with a VRABE Guidance Counselor. (See Page 19)
2. Call the NEDP office, 860-643-2222 extension 24, located at Manchester One Stop/CT Works, 893 Main Street Manchester, to make an appointment.
3. Complete a student enrollment form and provide photo identification.
4. Sign Procedure form stating he/she has received a Student Handbook and understands Grievance Procedures.

Grievance Procedure

In all societies, problems or disagreements occur. Because Vernon Regional Adult 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 of 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 that is grieving no later than seven (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 Administrator must review the documentation and respond. The student will then review the said resolution documented by the Counselor and student and provide written resolution for the issue no later than seven (7) days after the issue has been documented.
- Step 4: In the event that the problem still is not resolved, the Regional Supervisor, after reviewing the Site Administrator's resolution, will meet with the student and the Counselor.
- Step 5: The Regional Supervisor, Carl Mandell Ed. D, can be reached by calling 860-870-6000 X139 or toll free 866-564-2368. His mailing address is: Vernon Board of Education, 30 Park Street, P.O. Box 600, Vernon, CT 06066.

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

Student Signature Page

Please sign and detach

I have read and understand the Grievance Procedure.

Student Signature: _____ Date: _____

I have received a Student Handbook stating the Vernon Regional
Adult Basic Education policies.

Student Signature: _____ Date: _____

