

# Hamden Adult Education

## Student Handbook



Hamden Adult Education  
Office  
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Hamden, CT 06514  
Phone: (203) 407-2028  
Fax: (203) 407-2056

Keefe Learning Lab  
Keefe Community Center  
11 Pine Street  
Hamden, CT 06514  
Phone: (203) 773-9211  
ext.1139  
Fax: (203) 772-0215

[www.hamdenadulthood.org](http://www.hamdenadulthood.org)

## **Welcome!**

Welcome to the Hamden Adult Education Program. We are happy to assist you as you work to increase your skills, obtain a high school diploma, perfect your English or become a citizen. We will make every effort to support you so that you will have the necessary tools to achieve success in today's and tomorrow's workplace.

## **Hamden Board of Education**

Melissa Kaplan, Chair  
Peter Downhour, Secretary  
Dr. David Asbery  
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Nancy Hill  
Greta Johnson  
Christopher Piscitelli  
Kevin Shea  
Andrew Tamaro

Gary Highsmith, Superintendent  
Erin Bailey - Assistant Superintendent of  
Elementary Education  
Linda Tran - Assistant Superintendent of  
Secondary Education  
Tom Ariola, Chief Operating Officer

Upon request, this material is available in alternate formats.

# Table of Contents

<b>1. High School Diploma Programs</b>	3
<b>2. The Adult High School</b>	
Registration	4
Eligibility	5
Classes	5
Graduation Requirements	5
Credits and Grading	6
School Cancellations	6
Attendance and Tardies	7
Transfer Credit	7
Online Learning	8
General Policies	8
Accreditation and Commencement	8
Counseling Services	8
Student Worksheet	9
<b>3. Keefe Learning Lab</b>	
Staff Directory	10
Registration	11
Eligibility	11
Cost	11
Book Deposit	11
Educational Programs	
ESL	12
Citizenship	12
GED® Prep	13
Pre-GED®	13
Steps to Success	13
Enrichment	13
<b>4. Rights and Responsibilities</b>	14-16
<b>5. Transition Services</b>	17
<b>6. Hamden Community Resources</b>	18

# High School Diploma Programs

## **Credit Diploma Program**

Adults and out-of-school youths can complete their high school education by earning academic units of credit through Hamden's evening credit diploma program as follows: 2024 graduates and beyond need 25 credits to graduate. The program is similar to the regular secondary school program, requiring class attendance and passing grades, but it is uniquely adapted to recognize and give credit for adult experiences. Classes are small, allowing for differentiated instruction. Call the Adult Education office at 203-407-2028 for more information.

## **NEDP (National External Diploma Program)**

The National External Diploma Program (NEDP) is an applied performance assessment that evaluates the high school level skills of adults. The NEDP evaluates reading, writing, math, and workforce readiness skills of participants. The program is computer driven, therefore participants must have a general familiarity with the computer. The program offers a flexible schedule. It is free to students who live or work in Hamden or the cooperating towns (North Haven, Bethany, Orange and Woodbridge). Graduates receive a traditional diploma from their local board of education. All others are welcome to contact the adult education office for a fee schedule. The NEDP is recommended for those at least 21 years of age.

## **GED® (General Education Development)**

The computerized GED® exam is conducted at various times and sites in the state. To be eligible, the applicant must be at least 17 years of age and formally withdrawn from school for six months. The exam consists of four tests: Reasoning through Language Arts, Mathematical Reasoning, Science, and Social Studies. A minimum score of 145 in each module is required to earn a General Education Development (GED) certificate. A practice test with a most likely to pass score is required prior to registration for the exam. Special test accommodations can be arranged for individuals with appropriate documentation by calling Sabrina Mancini at 860-807-2110.

# The Credit Diploma Program

**Laura Rodriguez, Coordinator**  
**Sharon King, Counselor**

## **Staff**

Ann Marie Aguiar - Science  
Al Cannavaciolo, Math  
Mike Capone, English  
Jennifer Corti - Online Learning  
Joaquin Rodriguez - Spanish and Vocational Ed  
Tom Vece - History

The purpose of the program is to provide every individual who did not complete his/her high school education an opportunity to earn a high school diploma.

The Hamden Credit Diploma Program is sponsored by the Hamden Board of Education under the provisions of the statutes of the State of Connecticut, and is conducted in full compliance of all federal and state regulations pertaining to adult education. All classes and counseling services are free of charge to students in the service area of Hamden, North Haven, Bethany, Orange or Woodbridge; funding is provided by the Hamden Board of Education and the State Department of Education.

## **Registration**

General registration for the Credit Diploma Program classes is held prior to the start of each term.

Students are required to bring the following items to registration:

- current photo ID
- a transcript from the last school attended
- students 17 years of age must provide a high school withdrawal form signed by a parent or legal guardian
- students 18 years of age must provide a high school withdrawal form signed by themselves.

**Eligibility**

Individuals wishing to enroll in the Hamden Adult High School must meet the following criteria:

- 1. Must be at least seventeen (17) years of age.
- 2. Must be officially withdrawn from high school.
- 3. Must not have a high school diploma or a GED® certificate if they wish to earn credit for courses they take.
- 4. Must reside or be employed in Hamden, North Haven, Bethany, Orange, or Woodbridge.

**Classes**

The school year is from August/September to May. It is divided into four terms. Students must take a minimum of two classes per term and will receive one-half credit for the successful completion of each class. Classes meet online on Wednesday evenings and in person on Tuesday and Thursday evenings.

Period I	4:30 pm - 6:00 pm
Period II	6:00 pm - 7:30 pm

**Graduation Requirements for**

For 2025 graduation, a candidate must accumulate twenty-five (25) academic units of credit which include the satisfactory completion of:

English .....	4 credits
Mathematics .....	4 credits
Social Studies* .....	3 credits
Science.....	3 credits
Art** .....	2 credit
Electives .....	9 credits

\*Social Science **must** include one credit in US History and one-half credit in Civics

\*\*Art may be either fine art, vocational art, or CTE

## Credit and Grading

- Classes that meet twice weekly for 1.5 hours per session earn one-half unit of credit. Each one-half unit of credit is represented by a minimum of 24 hours of attendance.
- Grades will be awarded in all high school classes. Teachers will explain their grading policy during the first week of the term. Report cards will be distributed on the final night of the term.
- Students must achieve a grade of D- or better to receive credit for the course. Grading system:

A+ = 97-100	C+ = 77-79
A = 93-96	C = 73-76
A- = 90-92	C- = 70-72
B+ = 87-89	D+ = 67-69
B = 83-86	D = 63-66
B- = 80-82	D- = 60-62
F = below 60	

- Credit may be awarded for previous academic work, work experience, life experience, community service, and military service.



## School Cancellations

Adult Education classes follow the same schedule as the Hamden Public Schools. An announcement will be made on voice mail, local TV and on our website at [www.hamdenadult-ed.org](http://www.hamdenadult-ed.org) by 5:00 pm. Also check our Facebook page at <https://www.facebook.com/hamdenadulted>.

## **Attendance and Tardies**

- State requirements mandate that each one-half unit of credit be equivalent to twenty-four (24) hours of classroom instruction. The student is responsible for conforming to all regulations relative to attendance and tardiness. Consistent attendance is a requirement of the Credit Diploma Program. Failure to conform will result in a loss of credit and/or dismissal from the program.
- A student attending classes are allowed 1 absence and 1 make-up assignment, for a second absence, before loss of credit.

Questions regarding attendance should be addressed to the Credit Diploma Program Coordinator or designee.

## **Transfer Credit**

- Full credit will be given for all courses satisfactorily completed at a public, private, or vocational school. A certified transcript of previously completed courses and grades is required in order to receive such credit.
- Credit will be awarded for military, industrial, and other educational programs that can be documented. Acceptable transfer credit will be determined by the Coordinator of Credit Diploma Program or designee.
- One credit will be granted for work experience if the candidate has been gainfully employed for no less than one year at the same job. The employer must complete the employee evaluation form for credit to be awarded.

## **General Policies**

Food and Beverage - Food and beverages are not allowed when using computers or Chromebook. If approved by the teacher students can have beverages in classrooms but must clean up before exiting the room.

### School Cameras

- Cameras are monitoring the hallways and areas outside the building, including the parking lots. Any student who is caught exhibiting inappropriate behavior will be dealt with accordingly.
- Students are not allowed on the third floor of Hamden High School for any reason.

## **Online Learning**

Students will have the opportunity to take online courses to earn additional credits. Online courses will be available to students through Edgenuity as well as teacher-led online classes. Before choosing this option, students should be comfortable working independently online, expect to spend 2-3 hours weekly, and commit to submitting work weekly. The student must first be recommended to the Online Advisor by the counselor. The advisor will meet regularly with the students to assist them in completing course requirements. Unit tests and exams **must** be completed in the presence of the advisor (in person or virtually). All students enrolled in any online course must meet with the advisor, using a virtual platform, for a minimum of 12 seat hours per semester. Students must have access to a computer or tablet and the Internet. Credit will be awarded upon successful completion of the course with a passing grade (60 or above) and completion of the 12 hours of contact time with the advisor.

## **Accreditation and Commencement**

The Credit Diploma Program diploma is issued by the Hamden Board of Education and accredited by the State of Connecticut. Diplomas are conferred at the graduation ceremony upon the completion of the spring semester.

## **Counseling Services**

The Credit Diploma Program offers career and academic counseling to all students.

# Student Worksheet

	<b>Transfer Credits</b>	<b>AHS Credits</b>	<b>Online Learning</b>
English (4)			
Math (4)			
Social Studies (3) Incl. 1 US History and .5 Civics			
Humanities (1)			
Science (3)			
Vo Ed/Art/CTE (2)			
Electives (8)			
Total Credits			
Grand Total=25			

# **Hamden Adult Education Keefe Learning Lab**

**Nadine Gannon, Director**  
**Cheryl Townsend, Program Facilitator**

## **Staff**

Lenaja Brooks, Career Navigator  
Don Fay, GED® , Pre-GED®  
Reva Fleischman, NEDP  
LuAnn Gallicchio, Grants Coordinator, NEDP  
Kevin Grimes, Office Support Staff  
Y'Isiah Lopes, GED®, Pre-GED®  
Sarah Nasri, ESL  
Andrea Pozzuoli, NEDP  
Georgia Reynolds, Office Support Staff  
Charles Rosenthal, GED®  
Judy Taddei, NEDP  
Margaret Turrill, ESL  
Tom Vece, Citizenship  
Rissa Webb - Enrichment, Technology and Data Coordinator



## **Mission Statement**

The mission of Hamden Adult Education is to develop well-educated citizens who embrace education as a lifelong experience.

## **For Your Information**

### **Registration**

Registration for all classes is on site. Each student must present a valid photo I.D. upon registration and proof of residency. For information, call our Adult Education Office at 203-407-2028 or 203-773-9211 ext. 1139 or check our website at [www.hamdenadulthood.org](http://www.hamdenadulthood.org). Registration form can be found at <https://studentportal.literacypro.com/ct/providers/247>

### **Eligibility**

Individuals who reside or work in Hamden, North Haven, Bethany, Orange or Woodbridge, are 17 years of age or older, and formally withdrawn from school are eligible to attend adult education classes.

### **Cost**

The Adult Education Program is sponsored by the local Boards of Education under the provisions of the statutes of the State of Connecticut and is in full compliance with all federal and state regulations regarding adult education. All classes and counseling services are delivered free of charge for students who live or work in Hamden, North Haven, Bethany, Orange or Woodbridge. Funding is provided by the local Boards of Education, the State Department of Education and monies made available through Federal and State funds.

### **Book Deposit**

Although classes are offered free of charge, students may be asked for a book deposit fee which is refundable if the book is returned in a usable condition.

## Educational Programs

### ESL (English for Speakers of Other Languages)

Beginning and Intermediate ESL classes are offered to those students whose primary language is other than English.

**Beginning ESL:** The course focuses on English necessary for everyday life. Emphasis is on listening, conversation, reading, writing, simple grammar and employment skills. Classes are supplemented with audiovisual programs and computer assisted learning.

**Intermediate ESL:** Students continue to learn life as well as employment skills, combined with a study of high-level grammar, vocabulary, idiomatic expressions, and writing. A series of audiovisual programs enable students to learn about U.S. culture and history, its governance, and rights and responsibilities of U.S. citizens and residents.

### American Citizenship

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



## **GED® Prep**

GED classes prepare students to take the GED exam. These classes combine group work with individualized instruction in the areas of Reasoning Through Language Arts, Mathematical Reasoning, Science, and Social Studies. Practice tests are used to determine readiness to pass the GED® exam. Classes are supplemented with computer assisted instruction.

## **Pre-GED®**

This program is designed to assist in the improvement of basic reading, writing, and math skills. Each student is interviewed and given basic diagnostic tests. An individualized study plan is designed to meet basic needs and personal goals. Classes are informal and consist of individualized and small group learning. Classes are supplemented with computer assisted instruction.

## **Enrichment**

A variety of enrichment courses are offered to meet the interests and needs of most individuals. Courses are practical, entertaining, informative and fun. There is a fee for each course. For more information, call the Hamden Adult Education office at 203-407-2028 or visit our website at [www.hamdenadulthood.org](http://www.hamdenadulthood.org).

## Rights and Responsibilities

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

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

**Smoking, Alcohol, And Drugs:** In compliance with the regulations of the local Board of Education, smoking, alcoholic beverages or illegal substances of any kind are not permitted on school property. Violation will result in dismissal from the program.

**Dress Code:** All students should be dressed in a neat, modest, and appropriate manner that is not disruptive to the educational environment. Garments with obscenities or drug/alcohol related print are not allowed.

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

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

**School Cancellations:** Adult Education classes follow the same schedule as the Hamden Public Schools. If daytime classes are cancelled, adult education classes will be held through zoom. An announcement will be made on voice mail, local TV and on our website [www.hamdenadulthood.org](http://www.hamdenadulthood.org) by 5:00 pm. Also check our Facebook page at <https://www.facebook.com/hamdenadulthood>.

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

**Sexual Harassment Policy:** Sexual harassment is forbidden by federal and state law and by the Hamden Board of Education and will not be tolerated in the Hamden Public Schools. Employees and students are expected to adhere to a standard of conduct that is respectful and courteous to employees of the Hamden Public Schools, fellow students, and the public. Students have the right to an educational environment free of sexual harassment, whether by employees of the Hamden Public Schools, or by other students. See grievance procedures noted below.

**Nondiscriminatory Policy:** The Hamden Board of Education is an affirmative action/equal opportunity employer, and it does not discriminate on the basis of race, religion, sex, age, national origin, sexual orientation, and physical or mental handicaps. See grievance procedures noted below.

**Grievance Procedure:** The Hamden Board of Education has a formal complaint and grievance procedure. Questions, complaints, and other matters concerning sexual harassment will be handled by Nadine Gannon, Adult Education Director, or Gary Highsmith, Title IX Officer. Mr. Highsmith is also responsible for compliance with Title VI and Title VII of the Civil Rights Act of 1964 and can be reached at 203-407-2059 or ghighsmith@hamden.org.

**Photograph/Videotape Policy:** In connection with the educational programs in our buildings, opportunities may occur to photograph or videotape activities in the classroom. These photographs and/or videos may be used in the school, on school bulletin boards, as part of professional presentations, or on the Hamden Adult Education website. Please note, as per the Hamden Public Schools website policy (6141.322), no personal information and/or identification of any student may be contained in a school website, whether in conjunction with a published photograph or not.

If you do not wish to be photographed or videotaped, please notify the Adult Education Office at Hamden High School, 2040 Dixwell Avenue, Hamden, CT 06514 or at the M.L. Keefe Community Center, 11 Pine Street, Hamden, CT 06514.

### **Personal Possessions**

- As a courtesy to fellow students and a show of respect for the teaching staff, students are asked to not use their phones during class. If there is an emergency and you must make or take a call please do so in the corridor.
- Possession of any dangerous instrument or weapon is prohibited.

### **Entrance to Building**

- The only doors that will be open for entrance to the building for CDP students are the doors on the Plaza side nearest to Dixwell Avenue.
- At the break, students wishing to leave the building should exit through the doors on the Plaza side closest to Dixwell Avenue.
- Students should never open the entrance doors to anyone.
- Students who drive should park on the Plaza side of the building.

**GED® Testing:** Official GED® Testing centers shall provide appropriate accommodations for GED® candidates with documented disabilities in accordance with the America with Disabilities Act (ADA) and the Canadian Charter on Rights and Freedoms.

**Accommodations:** If you are a person with a disability who requires an accommodation in order to participate, please contact Nadine Gannon, Director at 203-407-2028 at least two weeks in advance.

**Bullying:** Bullying behavior by any student in the Hamden Public Schools is strictly prohibited. "Bullying" means any overt acts by a student or group of students directed against another student with the intent to ridicule, humiliate or intimidate the other student while on school grounds, which acts are repeated against the same student over time. Students should report bullying incidents to teachers, to the counselor or to the coordinator. Any report of suspected bullying will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, consistent with his/her rights of due process.

August 2024

# Transition Services

Information and links to transition services including pre and post high school education services, in addition to information regarding employment information and placement are available through one or more of the following non-profit organizations.

## **Adult Education Learning Lab M.L. Keefe Community Center**

11 Pine Street  
Hamden, CT 06514  
(203) 773-9211 ext. 1139  
[www.hamdenadulted.org](http://www.hamdenadulted.org)

## **Hamden Adult Education**

Sharon King  
2040 Dixwell Avenue  
Hamden, CT 06514  
(203) 407-2028  
[sking@hamden.org](mailto:sking@hamden.org)

## **American Job Center**

37 Marne Street  
Hamden, CT 06514  
(203) 789-7734  
[www.ctdol.state.ct.us7](http://www.ctdol.state.ct.us7)

## **Funding Sources**

Funding for the adult education program is derived from the Hamden Board of Education, the Workforce Investment Act, Title II, the Adult Education and Family Literacy Act, and the Connecticut State Department of Education.

# Hamden Community Resources

AIDS Hotline .....	(203) 624-0947
Al-Anon/Alateen .....	(888) 825-2666
Alcoholics Anonymous .....	(203) 624-6063
Behavioral Health Services at Hamden .....	(203) 288-6253
Care Line (Child Abuse/Neglect) .....	(800) 842-2288
Child Support/Enforcement .....	(800) 228-5437
Children & Youth Services (DCF) .....	(203) 786-0500
Children's Center (Adolescent Alcohol/Drug Treatment) .....	(203) 248-2116
Clifford Beers Guidance Clinic .....	(203) 691-9383
Domestic Violence/Women/Children.....	(203) 789-8104
Family Counseling Center.....	(203) 495-7431
Food Bank .....	(203) 562-5129 ext. 1110
Hamden Fire Department.....	(203) 407-5880
Hamden Libraries .....	(203) 287-2680
Hamden Police Department.....	(203) 230-4000
Hamden Youth Services .....	(203) 777-2610
Infoline.....	211
Legal Aid .....	(203) 946-4811
M.L. Keefe Community Center .....	(203) 562-5129
Miller Senior Center (Elder Services).....	(203) 287-2547
Narcotics Anonymous .....	(800) 627-3543
National Center for Missing/Exploited Children.....	(800) 843-5678
National Runaway .....	(800) RUN-AWAY
Parks & Recreation Department.....	(203) 288-2579
Planned Parenthood .....	(203) 865-5158
Poison Control Center .....	(800) 222-1222
Police/Fire/Medical Emergency .....	911
Quinnipiack Valley Health.....	(203) 248-4528
Sexual Assault Crisis.....	(888) 999-5545
Social Security .....	(800) 772-1213
Welfare.....	(855) 626-6632
YMCA Rape Crisis .....	(203) 389-5010

# **Additional Resources**

## **Hamden Public Schools**

[www.hamden.org](http://www.hamden.org)

## **Town of Hamden**

[www.hamden.com](http://www.hamden.com)

## **Hamden Library**

[www.hamdenlibrary.org](http://www.hamdenlibrary.org)

## **Hamden's Partnership for Young Children**

[www.hamdenyoungchildren.org](http://www.hamdenyoungchildren.org)

## **Connecticut State Department of Education**

[www.state.ct.us/sde/deps/adult/](http://www.state.ct.us/sde/deps/adult/)

## **Gateway Community College**

[www.gwctc.commnet.edu](http://www.gwctc.commnet.edu)

## **ACES**

[www.aces.k12.ct.us](http://www.aces.k12.ct.us)



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