

Hamden Adult Education

Student Handbook



Hamden Adult Education
Office
2040 Dixwell Avenue
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
Fax: (203) 772-0215

www.hamdenadulted.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

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Upon request, this material is available in alternate formats.

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High School Diploma Programs

Adult High School Credit Diploma Program

Adults and out-of-school youths can complete their high school education by earning a total of 22 academic units of credit through Hamden's evening adult high school. 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 individualized instruction. Call the Adult Education office at 407-2028 for more information.

EDP (External Diploma Program)

The external Diploma Program is an alternative method of earning a high school diploma. Students must demonstrate a number of life skills through several tasks. Students must demonstrate an individual skill in an occupational, academic, or specialized area. This is an individualized program designed for the self-motivated student. This program is free to students who live or work in Hamden or the co-operating towns (North Haven, Bethany, Orange, and Woodbridge). All others are welcome to call the adult education office for a fee schedule.

GED (General Education Development)

The GED exam is conducted monthly at various 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 To be eligible, the applicant must be at least 17 years of age and formally withdrawn from school for six months.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 five tests: language arts/writing, language arts/reading, math, science, and social studies. A score of 2250 or more, with a minimum score of 410 in each area is required to earn a State of Connecticut High School Diploma. To qualify for an honors diploma, a total standard score of 3000 is required with a minimum score of 550 in each subject. A practice test is recommended for registration at the Hamden site. Special test accommodations can be arranged for individuals with appropriate documentation. Call Carl Paternostro (860) 807-2110.

The Adult High School

Carl Mungiguerra, Coordinator

Robert Agnese, Counselor

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 Adult High School 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; funding is provided by the Hamden Board of Education and the State Department of Education.

Registration

General registration for Adult High School classes is held prior to the start of each semester and at the mid-point of each semester.

Students are encouraged to bring to registration a transcript from the last school in which they were enrolled as well as any other appropriate certificates.

Eligibility

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

1. Must be at least sixteen (16) 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 in Hamden, must work in Hamden, or must live or work in a cooperating town.*

* North Haven, Amity, Orange, and Woodbridge

Classes

The school year is from August/September to May. It is divided into two semesters. Each semester is sixteen weeks in length. Students may take two classes per semester and will receive one credit for the successful completion of each class. Students entering at the mid-point of a semester will receive one-half credit for the successful completion of each class. Classes meet on Tuesday and Thursday evenings.

Period I	6:30 pm - 8:00 pm
Period II	8:00 pm - 9:30 pm

Graduation Requirements

A diploma candidate must accumulate twenty-two (22) academic units of credit which include the satisfactory completion of:

English	4 credits
Mathematics	3 credits
Social Science*	3 credits
Science.....	3 credits
Art**	1 credit
Electives	8 credits

- *Social Science **must** include one credit in US History and one-half credit in Civics
- **Art may be either fine art or vocational art

A minimum of two (2) units of classroom credit must be earned from the Hamden Adult High School to be awarded a Hamden Adult High School diploma.

Credit And Grading

One unit of credit is represented by a class that meets twice weekly for one semester (48 hours). One-half unit of credit is represented by a class that meets twice weekly for one-half of a semester (24 hours).

Grades will be awarded in all high school classes. Teachers will explain their grading policy during the first week of the semester. Report cards will be distributed on the final night of the semester.

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.

Students may take two courses per semester. Additional courses may be taken with the approval of the Coordinator or designee.



Attendance And Tardies

State requirements mandate that one adult high school credit be equivalent to forty-eight (48) hours of classroom instruction. The student is responsible for conforming to all regulations relative to attendance and tardiness. Consistent attendance is a requirement at the Hamden Adult High School. Failure to conform will result in a loss of credit and/or dismissal from the program.

Questions regarding attendance should be addressed to the Adult High School 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 Hamden Adult High School or designee. One credit will be granted for work experience if the candidate has been gainfully employed for no less than one year. The employer must complete the employee evaluation form for credit to be awarded.

Independent Learning Packets

If a student would like to earn additional credits in order to obtain his/her diploma more quickly, Independent Learning Packets (ILP) are available. Each packet is designed for a minimum of fifty (50) hours of work per credit, although the actual packet completion time may vary. The student is encouraged to see the tutor in order to obtain any necessary assistance and be tested on the material.

Credit is awarded upon the successful completion of the packet. Packets are recommended by the counselor after consultation with the student and with the approval of the Coordinator. Students must be highly motivated to participate in this program.

Virtual High School

This program is available to students who would like to earn additional credits. Students will have the opportunity to take online courses. The student must first be recommended by the counselor to the Coordinator. Every student who opts for this program must first take an Online Orientation Course. The Coordinator will then assign a Mentor to work with the student. The Mentor will meet regularly with the student to assist him/her in completing course requirements. Credit will be awarded upon successful completion of the orientation course and all subsequent subject matter courses.

Accreditation and Commencement

The Hamden Adult High School 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 Hamden Adult High School offers counseling services to all students. These services include career and academic counseling.

School Cancellations

Adult Education classes follow the same schedule as the Hamden Public Schools. If daytime classes are cancelled, there will be no evening classes. An announcement will be made on voice mail, local TV and on our website at www.hamdenadulthood.org by 5:00 pm.

Student Worksheet

	Transfer Credits	AHS Credits	Virtual HS	Packet Credits
English (4)				
Math (3)				
Social Science (3) Incl. 1 US History and .5 Civics				
Science (3)				
Vo Ed/Art (1)				
Electives (8)				
Total Credits				
Grand Total=22				

Hamden Adult Education Keefe Learning Lab

LuAnn Gallicchio, Director

Teaching Staff

Carolyn Sterling, Program Facilitator
Dorothy Ross Dykty, Computer Specialist
Reva Fleischman, ABE, EDP, Career Transitions
Joyce Flinter, ABE, GED
Teresa Latorre, ESOL
Ethel Libson, ESOL
Catherine McKernan, ESOL
Marilia Montgomery, ESOL
Carl Mungiguerra, EDP
Andrea Pozzuoli, ESOL, EDP, Citizenship
Ellen Thompson, EDP

Office Staff

Violet Maselli
Michelle Hurst



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. For information, call our Adult Education Office at 407-2028 or 773-9211 or check our website at www.hamdenadulthood.org.

Eligibility

Individuals who reside or work in Hamden, are 16 years of age or older, and formally withdrawn from school or mothers under age 16 who are no longer enrolled in 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. The program is in full compliance with all federal and state regulations regarding adult education. All classes and counseling services are delivered free of charge. Funding is provided by the local Boards of Education, the State Department of Education and monies made available through Federal and State funds derived from the Job Training Partnership Act and the Adult Education Act (PL100-297).

Book Deposit

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

Educational Programs

ESOL (English for Speakers of Other Languages)

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

Beginning ESOL: 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 ESOL: 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 student 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.



ABE (Adult Basic Education)

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.

GED Prep

GED classes prepare students to take the GED exam. These classes combine group work with individualized instruction in the areas of language arts/writing, language arts/reading, math, science, and social studies. Practice tests are used to determine readiness to pass the GED exam. Classes are supplemented with computer assisted instruction.

Career Transitions

Through this program students explore careers by matching interests and skills with career possibilities, training, or college options. They learn how to apply and interview for jobs and learn about employment protocol, develop keyboarding skills and gain hands-on computer experience in Microsoft Word and Excel. At the same time, they can brush up on basic skills and/or work towards a high school diploma. Upon completion of this course, students will be guided toward training programs, college and/or employment.

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.

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, there will be no evening classes. An announcement will be made on voice mail, local TV and on our website www.hamdenadult-ed.org by 5:00 pm.

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

Personal Possessions: Carrying paging devices, such as beepers and cellular telephones, is prohibited. If extenuating circumstances exist, permission must be granted by the teacher. Possession of any dangerous instrument or weapon is prohibited.

Telephone Policy: Students will not be permitted to make or accept phone calls of a personal nature. The office phone is only to be used in case of an emergency and with the authorization of office personnel/staff.

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

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 LuAnn Gallicchio, Adult Education Director, Hamlet Hernandez, Title IX Officer and Assistant Superintendent of Schools. Mr. Hernandez is also responsible for compliance with Title VI and Title VII of the Civil Rights Act of 1964 and can be reached at 407-2059.

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.

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.

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.

Transition Services

Information and links to transition 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
www.hamdenadulthood.org

Career Center Hamden High School

2040 Dixwell Avenue
Hamden, CT 06514
(203) 407-2040 Ext. 5708
www.hamdenadulthood.org

Hamden Government Center Hamden Job Resource

2750 Dixwell Avenue
Hamden, CT 06518
(203) 287-2647
www.hamden.com
hamdenjobresourcecenter@yahoo.com

Literacy Volunteers of Greater New Haven

580 Ella Grasso Boulevard
New Haven, CT 06519
(203) 865-3867
www.lvagrh.org

Connecticut Works One Stop

37 Marne Street
Hamden, CT 06514
(203) 789-7734
www.ctdol.state.ct.us

Hamden Community Resources

ACUTE (Adolescent Crisis Unit).....	(203) 772-1270
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
Domestic Violence/Women/Children.....	(203) 789-8104
Family Counseling Center.....	(203) 288-7484
Food Bank	(203) 562-5129
Hamden Fire Department.....	(203) 407-5880
Hamden Libraries	(203) 287-2680
Hamden Police Department.....	(203) 230-4000
Hamden Youth Services	(203) 777-2610
Health Line	(800) 622-5922
Infoline.....	211
Job Resource	(203) 287-2647
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) 222-1222
Parks & Recreation Department.....	(203) 288-2579
Planned Parenthood	(203) 865-5158
Poison Control Center	(800) 343-2722
Police/Fire/Medical Emergency	911
Quinnipiac Valley Health.....	(203) 248-4528
Sexual Assault Crisis.....	(203) 624-2273
Social Security	(800) 772-1213
Welfare.....	(203) 974-4350
YMCA Rape Crisis	(203) 624-2273

Additional Resources

Hamden Public Schools

www.hamden.org

Town of Hamden

www.hamden.com

Hamden Library

www.hamdenlibrary.org

Hamden's Partnership for Young Children

www.hamdenkids.org

Connecticut State Department of Education

www.state.ct.us/sde/deps/adult/

Gateway Community College

www.gwctc.commnet.edu

ACES

www.aces.k12.ct.us



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