

EASTCONN ADULT & COMMUNITY PROGRAMS

STUDENT HANDBOOK 2025-2026



EASTCONN ADULT & COMMUNITY PROGRAMS

4	Directors Letter PAGE 04	27	Citizenship Preparation Workshop PAGE 27
5	Our Mission & Vision PAGE 05	28	English Language Learning (ELL) PAGE 28
6	Towns Served PAGE 06	29-32	Additional Services & Programs PAGE 29-32
7	About EASTCONN Adult & Community Programs PAGE 07	33-35	Forms PAGE 33-35
8-13	Policies & Procedures PAGE 08-13	36-37	Calendars PAGE 36-37
14-19	High School Completion Program PAGE 14-19	38	Contact Information PAGE 38
20-23	General Education Development (GED®) PAGE 20-23	39	Important Information PAGE 39
24-25	National External Diploma (NED) PAGE 24-25		
26	Preparatory Programs PAGE 26		

EASTCONN ADULT & COMMUNITY PROGRAMS



Welcome!



WELCOME TO EASTCONN'S ADULT AND COMMUNITY PROGRAMS!

We are excited to partner with you on your educational journey and are committed to working closely with you to make sure that you have access to the highest quality programming possible. To that end, we offer both in-person and online classes at our centers and at partner agencies throughout our region. Our flexible schedule is designed to ensure even the busiest students can find a class that will work, and our technology loan program will keep you connected both in and out of class.

Our classes are designed to put you on a fast track to success and our teachers and counselors work with you to create a learning plan that tailors your coursework to focus on the areas most important for your personal goals. Additionally, we have a close partnership with the American Job Center and have strong transition teams ready to help you turn your academic achievements into post-secondary and workplace success.

We know that life can sometimes throw you curveballs, but we promise to stay with you, helping you to adjust your program and brainstorm solutions so that you can continue moving forward toward achieving your goals. All of us here at EASTCONN are on your team, so please don't hesitate to reach out to let us know what you need.

I can't wait to see you on our graduation stage! Please let me know if there is anything I can do to help you make your dreams a reality.

A handwritten signature in black ink that reads "Kristin Hempel".

Kristin Hempel
EASTCONN Director of Adult and Community
Programs khempel@eastconn.org 860-455-1562

OUR MISSION & VISION

MISSION

EASTCONN will initiate, support and facilitate partnerships, collaborations and regional solutions that are responsive to the needs of all learners through exemplary programs, products and services.

VISION

When the vision of EASTCONN is realized, schools and communities will collaborate effectively to provide opportunities for learners of all ages. All community members will have expanded life choices as a result of higher levels of learning and training. EASTCONN employees will consistently anticipate and meet the changing needs of schools and communities. As lifelong learners ourselves, we will continually increase our skills, particularly those that contribute to greater teamwork and problem solving. Open communication and the inclusion of diverse perspectives will drive decision-making, which will be based on the broadest available data. We will be valued for the originality of our leadership and the quality of our service.

About
EASTCONN



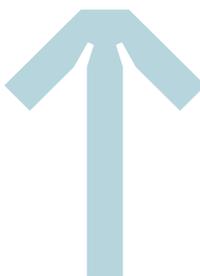


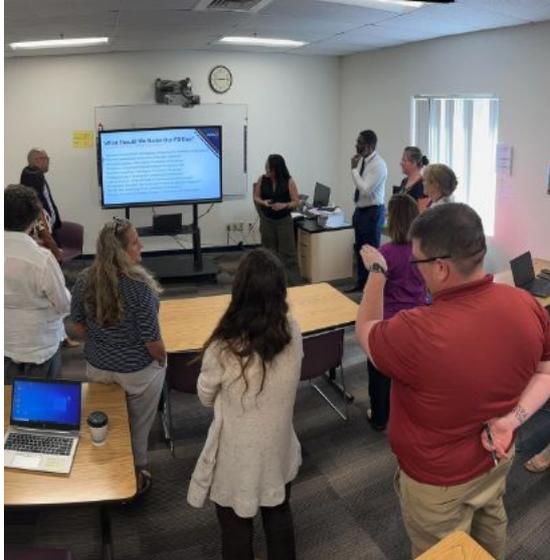
TOWNS SERVED

- Andover
- Brooklyn
- Canterbury
- Chaplin
- Columbia
- Eastford
- Hampton
- Hebron
- Killingly
- Lebanon
- Marlborough
- Plainfield
- Pomfret
- Putnam
- Scotland
- Stafford
- Sterling
- Thompson
- Union
- Windham
- Woodstock

Created in 1980 under Connecticut General Statute 10-66a, EASTCONN is a public, non-profit, regional educational service center. EASTCONN exists to provide high-quality, competitively priced educational and related services to 36 member Boards of Education and the 33 communities they serve in northeastern Connecticut. We are governed by a Board of Directors, who are members of locally elected Boards of Education.

About EASTCONN





STRENGTHENING COMMUNITIES THROUGH EDUCATION and EMPLOYMENT

EASTCONN promotes and supports lifelong learning for parents, workers and residents of northeastern Connecticut. Whether it's high school completion, job training, English Language Learner or parenting support, our Adult & Community Programs are designed to help all adult residents develop new, lifelong skills, expand options, and reach new goals.

About ADULT & COMMUNITY PROGRAMS

POLICIES & PROCEDURES

POLICIES & PROCEDURES

ATTENDANCE POLICY

Regular attendance to classes is expected across programs. If you have multiple unexcused absences, you will be contacted and given the opportunity to meet with our counselor or facilitator to discuss your status. You will be removed from the class until we determine you are eligible for return. Unexcused absences are absences with no notification to building staff or teachers. If you miss more than half the time allotted for any singly class, you will not receive credit for attending. All students are expected to be on time for classes. Any student who arrives for class 15 minutes or later will not be allowed into the classroom without permission of the teacher and is considered tardy.

CHEATING POLICY

All incidents of cheating including plagiarism 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.

DISCIPLINE POLICY

As this is an Adult Education Program, students will be held personally responsible for their conduct. Students unable to conduct themselves properly will be asked to leave the premises. Students who threaten or purposely intimidate other students or staff can be dismissed from the program. Examples of inappropriate behavior can include, but are not limited to, disrespectful language (i.e. swearing) and disturbing other's study. This program has a zero tolerance policy towards physical or verbal violence or intimidation of any sort.

DRUG & ALCOHOL POLICY

Statement of Policy: In accordance with state law, the administration and staff of EASTCONN Adult and Community Programs will work to educate and prevent the abusive use of all drugs, alcohol, and mood altering substances by any member of the student population. This will be accomplished through the use of curriculum, classroom activities, community support and resources, a strong and consistent administrative and faculty effort, and disciplinary procedures.

Rules and Regulations: Any restrictive drug that has been prescribed to the student must be carried in the original prescription bottle. The unlawful

EASTCONN ADULT & COMMUNITY PROGRAMS

POLICIES & PROCEDURES

manufacture, distribution, sale, dispensing, possession or use of controlled substances, other illegal drugs, performance-enhancing substances, alcohol or tobacco, including electronic nicotine delivery systems and vapor products, is prohibited in school, on school grounds, on school transportation and at school sponsored activities. A student, on school grounds, 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. The violations are cumulative (e.g. a violation in one year is carried forward to another year).

Violation Policy: Any student found to be in violation of this policy for the first-time during his/her tenure at EASTCONN Adult and Community Programs will be dismissed from the program.

SMOKING POLICY

The State Department of Education has established all schools and all school grounds as smoke-free areas. Therefore, smoking is strictly forbidden. Violation of this policy may result in the expulsion of a student. This policy applies to all sites and programs of EASTCONN.

EQUAL OPPORTUNITY POLICY

No person shall be excluded from participation in, denied the benefits of, or otherwise be discriminated against under any program because of race, color, religion, gender, age, sexual orientation, marital status, national origin, genetic information, gender identity or expression, veteran status, disability or any other classification protected by state or federal law. EASTCONN will neither knowingly use the services of, nor otherwise deal with, any business, contractor, subcontractor, or agency that engages in unlawful discrimination.

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, religion, gender, age, sexual orientation, marital status, national origin, genetic information, gender identity or expression, veteran status, disability or any other classification protected by state or federal law, should contact the designated Compliance Facilitator within thirty (30) days of the alleged occurrence to discuss the nature of the complaint. Please contact Human Resources at 860-455-0707.

EASTCONN ADULT & COMMUNITY PROGRAMS

POLICIES & PROCEDURES

INTERNET & COMPUTER NETWORK ACCESS POLICY

The purpose of providing Internet and other computer network access is to promote the exchange of information and ideas with the global community. All network use must be consistent with the policies and goals of the agency. Technology access is provided to students for educational purposes and vandalism and illegal activity is strictly prohibited. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or any other agencies or other networks which may be accessed. This includes, but is not limited to, the uploading or creation of computer viruses. Any violators of this policy shall hold the agency harmless against any and all causes of action, damages, or other liability resulting from the willful or negligent violation of this policy.

OUTSIDE VISITORS

Students are not to bring visitors to school. Any person not enrolled in EASTCONN Adult and Community Programs must report to the front desk as a visitor.

FIRE DRILLS AND EMERGENCY PREPAREDNESS

Fire drills are held at regular intervals as required by state law. Students must follow the exit directions posted in each classroom. A crisis response drill will be substituted for one of the required monthly school fire drills every three months. Such crisis response drills will be planned and conducted with the local law enforcement agency and will incorporate the basic protocols of lockdown, evacuation, and shelter-in-place responses. Students are expected to follow the direction of teachers or others in charge quickly, quietly and in an orderly manner. When the alarm sounds, students are to proceed along the posted exit routes in a quick, quiet and calm manner. Students should not return to the building until the return signal is given. Local law enforcement and other local public safety officials will evaluate and provide feedback on fire drills and crisis response drills.

LOCK DOWN PROCEDURE

In the event of a critical emergency, all school personnel, including students, will follow the "Lock Down Procedures." Students will be informed of specific actions they should take when a Lock Down Procedure is put into effect. Lock down drills, like fire drills, will occur periodically during the school year.

NONDISCRIMINATION

EASTCONN is committed to a policy of equal opportunity/affirmative action for all qualified persons and does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation,

EASTCONN ADULT & COMMUNITY PROGRAMS

POLICIES & PROCEDURES

gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. Students shall have access to the restroom that corresponds to their gender identity consistently asserted at school. Any student who has a need or desire for increased privacy, regardless of the underlying reason, should be provided access to a single user restroom. However, no student shall be required to use such a restroom because they are transgender or gender non-conforming.

Inquiries regarding EASTCONN's Adult and Community Programs nondiscrimination policies should be directed to Kristin Hempel, Khempel@eastconn.org, 860-455-1609.

GENERAL ACCESSIBILITY AND ACCOMMODATION

All activities offered by EASTCONN Adult and Community Programs are held in accessible locations. Accommodations for individuals with a disability are available upon request. Please contact Melanie Rovero, 860-779-3770.

The ADA prohibits discrimination against, and ensures equal opportunity for persons with disabilities in public accommodations, commercial facilities, transportation, and state and local government services. Public accommodations are businesses that are generally open to the public, such as stores, restaurants, theaters, schools and daycare and recreation facilities. Under the ADA, service dogs (or miniature ponies) must be harnessed, leashed, or tethered, unless these devices interfere with the pony/dog's work or the individual's disability prevents using these devices. Connecticut law does not require proof that a dog/miniature pony is being used to help a person with disabilities in order for it and its owner to be afforded the protections allowed under the law.

RESTROOM ACCESSIBILITY

Students will have access to the restroom that corresponds to their consistently affirmed gender identity at school. Any student who has a need or desire for greater privacy, regardless of the underlying reason, must have access to a single-user restroom. However, no student will be required to use such a restroom because they are transgender or gender non-conforming.

GENERAL EDUCATIONAL DEVELOPMENT (GED®) TEST ACCOMMODATIONS

Accommodations for the GED® test are available for qualified individuals with a disability. For more information, contact Melanie Rovero, 860-779-3770. You may also contact Sabrina Mancini at the Connecticut State Department of Education at 860-807-2110.

EASTCONN ADULT & COMMUNITY PROGRAMS

POLICIES & PROCEDURES

NO CHARGE FOR MATERIALS FOR MANDATED COURSES

EASTCONN Adult and Community Programs is in compliance with Connecticut General Statutes Sec.10-73a and does not charge fees for registration, text-books or materials used in mandated program areas.

SEXUAL HARASSMENT POLICY

According to EASTCONN policy, any form of sexual harassment is forbidden in the workplace, whether by supervisory or non-supervisory personnel, by students or volunteers. Sexual harassment is defined as unwelcome conduct of a sexual nature, whether verbal or physical, including but not limited to insulting or degrading sexual remarks or conduct, threats or suggestions that an individual's submission to or rejection of unwelcome conduct will in any way influence a decision regarding an employee or student, or conduct of a sexual nature which substantially interferes with an individual's work or learning performance or creates an intimidating, hostile or offensive environment, such as the display of sexually suggestive objects or pictures. Sexual harassment will result in disciplinary action up to and including dismissal. **This policy is extended to include relationship between students, teachers and administrators.**

DISTRIBUTION OF NON-SCHOOL RELATED MATERIAL POLICY

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 EASTCONN Adult Program sites. The distribution of all posters, brochures, newspapers, and other printed materials must receive written approval of the administration.

ADMISSION AND CLASS REGISTRATION PROCEDURE

In order to enroll in any of our Adult Education programs, prospective students must complete a registration form, take any required placement assessments, and meet with an EASTCONN representative to discuss. Once a program has been selected and an initial class identified, the prospective student will be assigned to an upcoming orientation. All students must attend orientation and complete the required digital assessments prior to starting their class. If a student is unable to attend their orientation, they must communicate their circumstance to an EASTCONN staff member in order to reschedule. Note: in some cases (such as active enrollment and attendance within the last 6 months), a waiver may be permitted but must be discussed with the EASTCONN staff during the registration process.

EASTCONN ADULT & COMMUNITY PROGRAMS

POLICIES & PROCEDURES

GRIEVANCE PROCEDURE

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

Step 1: Student must approach the instructor and explain the problem.

Step 2: In the event that the problem is not resolved, the student may approach the Facilitator. The Facilitator must review the documentation and respond within (5) five business days after the issue was documented. The student will then review the said resolution documented by the Facilitator.

Step 3: In the event that the problem still is not resolved, the Adult and Community Programs Director, after reviewing the Facilitator's resolution, will meet with the student and the Counselor. The Director of Adult and Community Programs, Kristin Hempel, can be reached by calling 860-455-1562. Her mailing address is: EASTCONN Central Administration, 376 Hartford Turnpike, Hampton, CT 06247. Any person, student, teacher, or administrator may further appeal to the Executive Director of EASTCONN if the results of the grievance discussion are deemed unsatisfactory, and to the Connecticut State Board of Education in the instance of need for further appeal.

All decisions reached in steps 2 and 3 will be documented and provided in writing for all parties concerned.

HIGH SCHOOL COMPLETION PROGRAMS

HIGH SCHOOL COMPLETION PROGRAMS

CREDIT DIPLOMA PROGRAM

In this high school completion program, students attend either in person or virtual 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 through independent studies and online classes. Credit can be earned for a variety of life experiences such as military service and work experience.

EASTCONN ADULT & COMMUNITY PROGRAMS

HIGH SCHOOL COMPLETION PROGRAMS

ATTENDANCE/TARDY POLICY

- Students who miss more hours than allowed will not receive credit for the course. There are NO EXCUSED ABSENCES.
- Three late arrivals to any one class will be treated as one absence. This means that the student must make-up any missed work. As with class attendance, a student may reach a point where it is impossible to complete the required seat hours.
- Students leaving the classroom or loitering in the halls will be treated as if they were tardy, and these actions will result in the same consequences as late arrivals.

CREDIT APPEAL PROCEDURES

- If a student believes they have unjustly been denied credit for a course, then they must request an appeal in writing within five (5) business days of the decision to initiate an appeal hearing. All parties involved may attend the hearing. The decision of the appeals committee will be final.
- Right to Appeal
- 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. Failure to take advantage of the appeal procedure will result in the automatic loss of credit.
- Initiation of an Appeal
- Complete and return the Loss of Credit/Appeal Form (page 36).
- A student statement and other information pertinent to the appeal must be included. The statement must give reasons why credit should be reinstated.
- Appeal Board
- The Board is composed of a teacher (not involved in the course in question), school counselor and a facilitator.
- The Board meets on an as needed basis each trimester.
- Students may appear before the Board and may bring someone to speak on their behalf.
- The Appeal Board considers the following criteria in making its decision:
 - The student's statement
 - Recommendation of the teacher and/or others
 - Date of loss of credit
 - Attendance Record
 - Academic Record
 - Other extenuating circumstances

EASTCONN ADULT & COMMUNITY PROGRAMS

HIGH SCHOOL COMPLETION PROGRAMS

GRADING SYSTEM

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. All courses must be completed by the end of the spring semester. 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 semester.

EASTCONN ADULT & COMMUNITY PROGRAMS

HIGH SCHOOL COMPLETION PROGRAMS

GRADUATION REQUIREMENTS

The EASTCONN Board of Directors grants the EASTCONN Adult Education Diploma on behalf of the EASTCONN Adult Education Policy Board to students who complete the requirements as described below.

Graduation Requirements	
Required Course Distribution	Number of Credits Required for Graduation
English	4
Mathematics	4
Social Studies	1.5
U.S. History	1
Civics	.50
Science*	3
Arts/Vocational	1
Humanities Electives	9
CDP Career Search**	1
Total	25

A minimum of 2 credits must be completed with EASTCONN Adult Education. Credits can be earned through classroom, online courses and directed independent study as well as a variety of life experiences including work, volunteer services and military service.

EASTCONN Adult and Community Programs 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.

** Must include 1 credit in life science & 2 in physical science*

*** This course is an EASTCONN requirement for graduation.*

EASTCONN ADULT & COMMUNITY PROGRAMS

HIGH SCHOOL COMPLETION PROGRAMS

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

INDEPENDENT STUDIES

Students doing an independent study are required to attend the Open Lab and follow the schedule set up at the beginning of the study. This schedule will include an anticipated end-date and regular check-ins with their mentor. Unless they receive an extension waiver from the program administrator, students are expected to complete an independent study and all associated paperwork within 6 months from start date in order to receive credit. Extensions cannot be granted past June 30.

ONLINE LEARNING

Our program provides several different online learning opportunities for all of our adult learners. These programs offer students flexibility and variety. The online learning options for our CDP students include: Google classroom, Edgenuity and CT Adult Virtual High School. These online learning experiences offer a variety of course choices for students who are working towards a credit diploma. Students taking an online course are expected to attend the Open Lab and/or a teacher-led zoom meeting a minimum of once/week for a minimum of 12 hours per credit. Tests must be taken onsite or online with a proctor under the direction of an approved staff member. Failure to follow the schedule can result in withdrawal from the course. Online courses have beginning and end dates and participation requirements that are strictly enforced.

WORKPLACE LEARNING

Following CSDE's guidance, students may be awarded vocational or elective credits for the following documented activities:

- Military service
- Occupational training or licensure
- Work experience
- Apprenticeship
- Community Service

EASTCONN ADULT & COMMUNITY PROGRAMS

HIGH SCHOOL COMPLETION PROGRAMS

The intensity, duration, and documentation impact the opportunity for credit accrual. Additionally, the state has restrictions regarding the cumulative number of such credits that may be awarded to an individual student as well as the time period within which they are considered viable.

GUIDANCE AND COUNSELING

Each student enrolled in the Credit Diploma Program will have a minimum of three (3) formal counseling sessions, including one at admission. Later sessions will serve the dual purpose of making sure the student's projected schedule will meet graduation requirements and to explore options for the student's future opportunities. These sessions are further enhanced by our Transitions Program which helps students transition to college and employment. See pages 29-30 for additional information on our guidance and transitions programs.

TRANSCRIPTS, DIPLOMAS AND GRADUATION

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 (available at our Centers) 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:

- Name
- Date of birth
- Sex
- Address
- Date entering program
- Date of graduation
- A listing of all courses successfully taken, final grade, and credit

Students may complete credit requirements for graduation at any time during the year. However, EASTCONN Adult Education diplomas are awarded once a year at graduation and conferred by the EASTCONN Board of Directors. 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.

GENERAL EDUCATION DEVELOPMENT

GENERAL EDUCATION DEVELOPMENT (GED®)

GENERAL EDUCATION DEVELOPMENT (GED®)

In this high school completion program, students attend classes in order to prepare to take the General Education Development (GED®) Test. The GED® is one of three nationally recognized high school completion exams. Of the three options, the GED® is the only one offered in CT and is available to eligible CT residents free of charge.

EASTCONN's GED® Preparation program is designed to help students identify and address academic gaps in order to successfully complete the testing series.

The GED® Preparation Program is offered in English at Putnam, Plainfield, Stafford, Thompson and Willimantic sites. Students wishing to prepare for and take the GED® test in Spanish can enroll in the Spanish GED® Program offered at several of our Willimantic sites.

TEST DESIGN

The GED® 2014 was designed with the needs of today's workforce in mind and aims to assess graduates' academic preparedness for contemporary employment and post-secondary education. As a result, the GED® test focuses on measuring higher level critical-thinking and problem-solving skills, as well as core academics. Additionally, because it is a computer-based test, students demonstrate that they have the basic computer skills required in today's competitive job market.

The GED® 2014 test is comprised of four different tests: Reasoning through Language Arts, Mathematical Reasoning, Science and Social Studies. The tests are composed of a variety of different question formats, including drop down, hot spot, drag and drop, short answers and extended response.

COMPLETION REQUIREMENTS

A passing score of 145 on each of the four tests with a total score of 580 is required to achieve the GED®. An Honors Diploma is earned with a score of at least a 170 on each individual test and a total of at least 720.

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®. However, **if you plan on entering the military, discuss your enrollment plans with your recruiter as the GED® is not recognized by all military branches.**

ELIGIBILITY FOR GED® TESTING

Each student testing:

- Must be at least 17 years of age.
- Must 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.
- Must not have a United States high school diploma.
- Must pass the official practice test for a subject area prior to signing up to take the official test for that subject.
- Must have an official government issued photo identification card, which shows date of birth and signature.
- Must be counseled to assess readiness and eligibility.
- Must pay the \$13 registration fee if 21 years of age or older.
- Must create an account on <http://www.ged.com>.

ACCOMMODATIONS FOR SPECIAL TESTING

- Accommodations for individuals with disabilities can be made through the GED® website <http://www.ged.com>.

Students can contact their school counselor if they have questions.

ADDITIONAL INFORMATION

- Additional information about the GED® test and its implementation in CT can be found at <http://www.ged.com> and at <http://www.sde.ct.gov>.

Scroll to adult education and then to GED®.

EASTCONN ADULT & COMMUNITY PROGRAMS

GENERAL EDUCATION DEVELOPMENT (GED®)

GED® PREPARATION CLASSES

EASTCONN's GED® classes are generally conducted in an individualized format. Each student, with the support of their teacher, creates a personal plan of study. The students focus on the areas in which they require further support, and then move on or receive additional assistance based on progress.

Instruction is provided using small group, whole class, and online approaches. In addition to focusing on content area mastery, our GED® Preparation classes support the necessary development of the contextualized critical thinking, work readiness and computer skills. Students are expected to complete required CASAS testing as well as follow state requirements for minimum hours of verifiable participation through in-person or on-camera virtual meetings and classes.

Once students complete each of the sections of their plan of study and successfully complete practice tests in each GED® area, then they are prepared to attempt the GED® test.

ONLINE LEARNING

Our GED® Preparation program provides several different online learning opportunities to extend and enhance preparation, including AZTEC Learning, Google classroom and CT Adult Virtual High School. These online learning platforms offer tailored digital content which is accessible from any online device.

GUIDANCE AND COUNSELING

Each student enrolled in the GED® Preparation Program will have a minimum of one (1) formal counseling session. These sessions are further enhanced by our Transitions Program which helps students transition to college and employment. See pages 32-33 for additional information on our guidance and transitions programs.

TRANSCRIPTS, DIPLOMAS AND GRADUATION

Students are able to see their testing results on their www.GED.com account. Official GED® test scores are kept at the State Department of Education.

To get a copy of your scores, mail or fax the Request for Official GED® Transcript Form (available at our Centers or from the State) to the State Department of Education. Currently there is no charge for this transcript.

The GED® Diploma is awarded by the State of CT upon the successful completion of all four sections of the GED® Test. The Diploma will be mailed directly to the student within 4-weeks. If you do not receive your diploma within this time frame, contact the State Department of Education to follow up.

GED® graduates are encouraged to attend our annual EASTCONN Adult and Community Programs graduation ceremony to receive a certificate of completion and to celebrate their achievement with their classmates, teachers, friends and family.

To request the GED® transcript please go to the CSDE webpage: <https://portal.ct.gov/sde/adult-ed/ged/download-the-ged-transcript-request-form>



NATIONAL EXTERNAL DIPLOMA (NEDP)

NATIONAL EXTERNAL DIPLOMA PROGRAM (NEDP)

NATIONAL EXTERNAL DIPLOMA PROGRAM (NEDP)

The National External Diploma Program is a confidential high school diploma program for adults who have acquired their academic skills through life and work experiences and can demonstrate what they have learned in simulated, real-life situations. This program is designed for self-directed students who require flexibility with scheduling.

EASTCONN's NEDP is available throughout the region with virtual meetings as well as in-person check-ins.

NEDP DESIGN

The NEDP measures academic and life skills, such as:

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

ENTRY REQUIREMENTS

Students must first pass through the Diagnostic Phase by passing a CASAS writing prompt and completing a series of online surveys.

EASTCONN ADULT & COMMUNITY PROGRAMS

NATIONAL EXTERNAL DIPLOMA PROGRAM (NEDP)

Once a student enters the Generalized Assessment Phase, they must complete all tasks in the NEDP process with 100% accuracy. Students must also demonstrate an individualized skill through either a verification letter from a current employer, a work portfolio from past job experiences, an assessment of home management skills or a career portfolio with a plan to continue onto post-secondary education.

ELIGIBILITY FOR THE NEDP

In order to enroll in the NEDP, students must:

- Earn a 236 on the CASAS Reading test and a 226 on the CASAS Math test.
- Commit to bi-monthly meetings.

IT IS STRONGLY ENCOURAGED THAT THE STUDENTS:

- Have basic computer skills.
- Have a history of work experience or home management skills.

TRANSCRIPTS, DIPLOMAS AND GRADUATION

Official transcripts are available only to those students who have completed the NEDP. Furthermore, official transcripts cannot be given directly to a student. The student must complete a signed Transcript Release Form (available at our Centers) in order to process the request. The official transcript will be mailed to the institution requesting it.

Students may complete NEDP requirements for graduation at any time during the year. However, EASTCONN Adult Education diplomas are awarded **once a year at graduation** and conferred by the EASTCONN Board of Directors.

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.

GUIDANCE AND COUNSELING

Each student enrolled in the NEDP program will have a minimum of one (1) formal counseling session. These sessions are further enhanced by our Transitions Program which helps students transition to college and employment. See pages 29-30 for additional information on our guidance and transitions programs.

PREPARATORY PROGRAMS

ADULT BASIC EDUCATION PROGRAM (ABE)/GED 1

ADULT BASIC EDUCATION PROGRAM (ABE)/GED 1

Adult Basic Education (ABE) classes are designed to assist those students who may not have the skills necessary to enroll in a high school completion program. 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.

Basic Education classes are located in Danielson, Putnam, Plainfield, Stafford, Thompson and Willimantic sites.

These classes are generally conducted in an individualized format. Each student, with the support of their teacher, creates a personal plan of study. The students focus on the areas in which they require further study, and receive additional assistance based on need.

Instruction is provided using small group, whole class, and online approaches. In addition to focusing on content area mastery, our GED® Preparation classes support the development of the contextualized critical thinking, work readiness and computer skills necessary to pass.

Student progress is closely monitored by the teachers and the school counselors so that students can transition seamlessly into the appropriate high school completion program once they have met the eligibility requirements for enrollment.

CITIZENSHIP PREPARATION WORKSHOPS

CITIZENSHIP PREPARATION WORKSHOPS

CITIZENSHIP PREPARATION WORKSHOPS

The Citizenship Workshops prepare foreign born adults to pass the American Citizenship Test, with a special emphasis on questions used by the Immigration and Naturalization Service (INS). In order to benefit from these classes, it is recommended that students are able to read and converse in English well enough to pass a CASAS Listening test.

These classes rotate location between Danielson and Willimantic.

ENGLISH LANGUAGE LEARNING (ELL)

ENGLISH LANGUAGE LEARNING PROGRAM (ELL)

ENGLISH LANGUAGE LEARNING PROGRAM (ELL)

Both beginner and intermediate ELL instruction is offered to adult students. Using real life situations and everyday English, EASTCONN's ELL students practice reading, writing, listening and speaking. Students who complete our series of classes will learn to communicate in job settings, education settings and out in the community.

Class topics include:

- General academic skills
- Jobs
- Education
- Money
- Health
- Transportation
- Recreation
- Government/Law
- Children
- Food

Classes are offered in-person and virtually through Google classroom & Zoom. All students participating in the virtual option must commit to a minimum of 12 hours of verifiable participation per semester which can be met through in-person or camera-on meetings & classes.

ELIGIBILITY FOR ELL CLASSES

Any adult student who wishes to increase fluency in English may participate in ELL classes that are offered within the 20-town region. Class placement is based on the student's level of English proficiency as determined by the Reading and Listening CASAS assessments.

ELL PROGRAM DESIGN

Students learn by speaking, reading, listening and writing with their peers under the guidance of the teacher. Classes are small to allow for active participation and wide access to a variety of technology tools and platforms. Basic job readiness skills are interwoven throughout the multi-level program.

ADDITIONAL SERVICES AND PROGRAMS

ADDITIONAL SERVICES AND PROGRAMS

FAMILY LITERACY PROGRAM

EASTCONN Adult and Community Programs can connect its students to free resources that support the whole family. These resources may include opportunities from Head Start and Early Head Start, summer youth employment, specialized high schools and after school programming.

Additionally, we have several programs co-located with a childcare program which could provide child care during the associated GED® or ELL class.

SCHOOL COUNSELING

Each student is assigned to a counselor. This counselor will work individually with the student for the duration of their enrollment in the EASTCONN Adult and Community Programs Program.

Conferences between student and counselor usually take place at a mutually convenient time.

A student may want to discuss the following types of problems with his/her counselor:

- Difficulties with school subjects or other problems relating to school
- Self-evaluation in terms of abilities, interests, personal and academic strengths
- Selection of courses and studies
- Employment planning
- Planning for schools or colleges after graduation
- Personal problems

EASTCONN ADULT & COMMUNITY PROGRAMS

ADDITIONAL SERVICES AND PROGRAMS

JOBS, EDUCATION, TRAINING (J.E.T.)

This program is for students ages 17-24. Eligible students work with a J.E.T. teacher, Case Manager and Job Developer on improving their basic skills, earning a credential, developing their work readiness skills, securing a paid internship and finding employment.

Students receive financial incentives for meeting various benchmarks and have access to financial assistance for post-secondary education or occupational training. Based on eligibility, the program includes financial assistance for child care and transportation.

This program requires a multi-year commitment.



CAREER NAVIGATION/TRANSITIONS COACHING

Our goal is to help students and graduates successfully move into a variety of post-secondary educational or training programs. Career Navigators are available to help students navigate the entire process of taking their next step, whether it is higher education, job training or employment.

Students meet individually with Career Navigators for help with:

- Exploring career and college possibilities
- Gathering information about college and job training programs
- Scheduling college tours
- Completing applications for colleges, scholarships and financial aid (FAFSA)

TRANSPORTATION

The Northeastern Connecticut Transit District provides bus service to the Northeast Learning Center in Danielson. For more information about the bus schedule and ticket price call 860-774-3902. <https://www.nectd.org/>



The Windham Region Transit District provides bus service to the Community Learning Center. For more information, please call 860-456-2223.

<https://wrttd.org/>



EASTCONN ADULT & COMMUNITY PROGRAMS

ADDITIONAL SERVICES AND PROGRAMS

CAREER ADVANCEMENT TRAINING

EASTCONN offers the community personal improvement and career advancement courses, some leading to National Certifications through partners like the Center for Legal Studies (CLS), UGotClass, and the Academy of Medical Professions. The offerings include: Certified Medical Assistant, Legal Studies, ParaPro, CDL-B, CDA, ServSafe, and Entrepreneurship to highlight a few. Daytime and evening courses are available.

DISTANCE LEARNING

Synchronous distance learning options through Zoom and Google are available for some GED[®], CDP, and ELL classes. In order to participate in the distance option, learners must: demonstrate the digital literacy skills necessary to succeed in this environment, secure the appropriate technology (see information on our Technology Loan Program), and have demonstrated need for distance classes. At the time of enrollment, students must sign a Distance Learning Contract that outlines expectations for maintaining enrollment in this unique program. These requirements include maintaining attendance as outlined in our attendance policy, as well as specific requirements such as keeping the camera on during class, complete assignments including those in Google Classroom and outside learning platforms such as Aztec Learning, Burlington English, and NorthStar, meet one-on-one with a counselor/facilitator/transitions coach or other AE mentor once a month, and complete CASAS testing in person at the closest testing center at the 40 hours attendance mark. Failure to comply with these expectations will result in removal from the distance learning program and transfer to our in person classes.

HIGH SCHOOL PARTNERSHIP PROGRAM

The High School Partnership Program is designed to expand post-secondary educational opportunities to adult students. The program allows students who are enrolled at both places (EASTCONN Adult Education and QVCC) gain college experience at no cost.

QVCC waives the tuition and all fees for students enrolled in the Partnership Program and EASTCONN Adult Education covers the cost of books for the classes you take. For more information, please contact Elizabeth Meduna at emeduna@eastconn.org or 860-455-1610.

COVID BUILDING CLOSURES

In the event that extenuating circumstances lead to an extended partial or complete building closure, EASTCONN Adult and Community Programs will work

EASTCONN ADULT & COMMUNITY PROGRAMS

ADDITIONAL SERVICES AND PROGRAMS

to smoothly transition educational support services to a distance platform. Through the use of online platforms and mobile learning apps, instructors and counselors will work with students individually and in groups to provide them a rich academic experience that supports progress towards their goals. If students do not have access to the necessary technology, they may request an equipment loan. Technology will be distributed as available, based upon need and demonstrated educational persistence. To bridge the gap, teachers will provide packets of material, supported by phone and text guidance. Depending on the circumstances, some limited, essential in-person services may be available upon request.

AMERICAN JOB CENTER - EASTERN CONNECTICUT

The Willimantic and Danielson centers for EASTCONN's Adult and Community Programs are co-located with the American Job Center- Eastern CT which is a partnership of agencies that are dedicated to providing effective workforce assistance to job seekers and businesses. Centers are designed to unify numerous training, education and employment programs into a single, customer-friendly system.

All new customers must register with the American Job Center (AJC) prior to using any of our services. **AJC services are available to anyone, regardless of employment status, and include:**

- Career counseling, job development and placement
- Job search assistance
- Professional résumé writing assistance
- Computer Resource Center with Internet access
- Job-related copying, faxing and mailing
- Training referrals
- Referrals to support services and transportation assistance
- Veterans Services
- Assistance with using the Online and Voice Response Unemployment Filing system
- On-site Employer Recruitments
- Links to other regional service providers and programs
- Help for people with disabilities navigating the challenges of seeking employment
- Social Security Administration (SSA) Ticket to Work Program assistance

For complete information about programs and services, please access the center's catalog at:

https://www.ewib.org/wp-content/uploads/2025/03/AJC_Catalog_8-9-22_FINAL.pdf



EASTCONN ADULT & COMMUNITY PROGRAMS

APPENDIX CREDIT APPEAL FORM

Students **must** complete this form and return it to the **Facilitator** in order for the request to be considered by the **Appeal Board**. The following criteria will guide the Board in making its decision:

- The student's statement
- Recommendation of the teacher and/or others
- Date of loss of credit
- Attendance record
- Academic record
- Other extenuating circumstances

Student Name: _____

Date of loss of credit: _____

School Year: _____

Course Title: _____

Teacher: _____

Statement of reason for appeal:

Student Signature: _____

Date: _____

EASTCONN ADULT & COMMUNITY PROGRAMS

ACCEPTABLE USE AND INTERNET SAFETY GUIDELINES

All Internet and other computer network users will be expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Use the Internet only in support of education and research.
- Use the Internet only with the permission of the responsible teacher or adult monitor.
- Not transmit threatening, obscene, degrading, or harassing messages or materials.
- Not download, store, or print files or messages that are profane, obscene, or that use language that offends or degrades others.
- Not attempt to gain access to restricted or unauthorized network services.
- Not knowingly degrade or disrupt Internet services or equipment; this includes, but is not limited to: tampering with computer hardware or software, vandalizing data, or invoking computer viruses.
- Not knowingly violate copyright laws.
- Not divulge personal information over the Internet.
- Not post anonymous messages.
- Not enter chat rooms unless specifically authorized to do so.
- Not download or upload anything that is not approved by administration.

I have read, understand, and agree to abide by the responsibilities for internet access printed above. Should I commit any violation or in any way misuse my access to the computer network and the internet, I understand and agree that my access privilege may be revoked and disciplinary action may be taken against me.

Name: _____

Signature: _____ Date: _____

Phone: _____

Address: _____

I am 18 or older I am under 18

If I am signing when I am under 18, I understand that when I turn 18, this policy will continue to be in full effect and agree to abide by the policy.

EASTCONN ADULT & COMMUNITY PROGRAMS

ACCEPTABLE USE AND INTERNET SAFETY GUIDELINES

Parent or Guardian:

(If applicant is under 18 years of age, a parent or guardian must also read and sign this agreement.)

As the parent or legal guardian of the above student, I have read, understand and agree that my child or ward shall comply with the terms of the EASTCONN Acceptable Use and Internet Safety Policy for the student's access to the agency's computer network and the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding by the policy. I am, therefore, signing this policy and agree to indemnify and hold harmless EASTCONN, and the Data Acquisition Site that provides the opportunity to the agency for computer network and Internet access against all claims, damages, losses, and costs, of whatever kind that may result from my child's or ward's use of his or her access to such networks or his or her violation of the foregoing policy. Further, I accept full responsibility for supervision of my child's or ward's use of his or her access account if and when such access is not in the school setting. I hereby give permission for my child or ward to use the building approved account to access the agency's computer network and the Internet.

Parent or Guardian (please print): _____

Signature: _____ **Date:** _____

Phone: _____ **Address:** _____

EASTCONN ADULT & COMMUNITY PROGRAMS

2025-2026

CDP CALENDAR

EASTCONN- Adult Education

2025-2026 CDP Calendar

September 25

S	M	T	W	T	F	S
	H	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 25

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	H	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 25

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	H	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	H	H	29
30						

December 25

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	H	H	27
28	29	30	31			

January 26

S	M	T	W	T	F	S
				H	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	H	20	21	22	23	24
25	26	27	28	29	30	31

Classes:

Class 1:

Day/Time:

Teacher:

Class 2:

Day/Time:

Teacher:

Trimester 1	1	09/08- 10/09
	2	10/14- 11/18

Trimester 2	1	11/19- 01/22
	2	01/26- 03/05

Trimester 3	1	03/09- 04/09
	2	04/20- 05/21

Dr. Melanie Rovero, School Counselor 860-455-1593
 Mr. Derek Cyrus, Facilitator 860-455-1605
 Mrs. Elizabeth Meduna, ESL Prog. Facilitator 860-455-1610

Legend/Leyenda:

-  First/ tentative last day of classes
-  If needed, make up classes. Admin must approve.
- H** Holiday/Building Closed
-  No classes
-  Staff PD Day

Inclément Weather/Cancellations:

Listed as: Eastconn Adult Education
 Facebook: <http://tinyurl.com/ECAdultEd>
 WVIT-TV (NBC)- Channel 4
 WFSB-TV (CBS)- Channel 3
www.eastconn.org

February 26

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	H	17	18	19	20	21
22	23	24	25	26	27	28

March 26

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 26

S	M	T	W	T	F	S
			1	2	H	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 26

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	H	26	27	28	29	30
31						

June 26

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	H	20
21	22	23	24	25	26	27
28	29	30				



Eastconn Adult Education - Willimantic
 1320 Main Street, Tyler Square
 Willimantic, CT 06226
 Phone: (860) 423-2591
 Fax: (860) 450-0853

Eastconn Adult Education - Danielson
 562 Westcott Road
 Danielson, CT 06239
 Phone: (860) 779-3770
 Fax: (860) 779-3384

Scan these codes with your smartphone:



American Job Center - Willimantic
 1320 Main Street, Tyler Square
 Willimantic, CT 06226
 Phone: (860) 450-7603
 Fax: (860) 456-9407

American Job Center - Danielson
 562 Westcott Rd.
 Danielson, CT 06239
 Phone: (860) 774-4077
 Fax: (860) 774-4082

Note: This calendar is subject to change due to weather related closings.

EASTCONN ADULT & COMMUNITY PROGRAMS

CONTACT INFORMATION

SCHOOL COUNSELOR

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TRANSITIONS COACH/PROGRAM FACILITATOR

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FRONT DESK

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Jody Morrissette (NELC)

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JET CASE MANAGER

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FACILITATOR

Derek Cyrus (CLC)

dcyrus@eastconn.org • 860-934-6057

ASSISTANT DIRECTOR OF ADULT AND COMMUNITY PROGRAMS

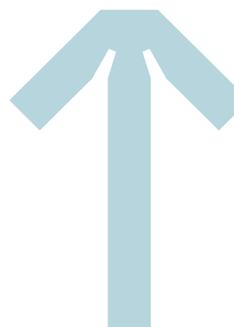
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cwells@eastconn.org • 860-800-4410

DIRECTOR OF ADULT AND COMMUNITY PROGRAMS

Kristin Hempel (HAMPTON)

khempel@eastconn.org • 860-455-1562



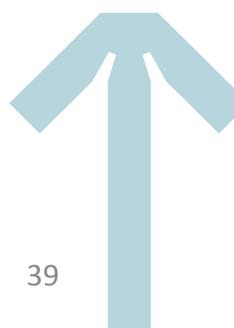
EASTCONN ADULT & COMMUNITY PROGRAMS

IMPORTANT INFORMATION

It is the policy of EASTCONN that no person shall be excluded from participation in, denied the benefits of, or otherwise be discriminated against under any program because of race, color, religion, gender, age, sexual orientation, marital status, national origin, genetic information, gender identity or expression, veteran status, disability or any other classification protected by state or federal law. If you are a person with a disability who requires an accommodation in order to participate in any program, activity, or GED® test please contact a school counselor at 860-423-2591 for assistance. You may also contact Sabrina Mancini at the Connecticut State Department of Education at 860-807-2110. EASTCONN is in compliance with CT General Statutes Sec 10-73 (a)(c) and does not charge a fee for any textbooks or materials used in the mandated program.

WEATHER & CANCELLATIONS

While it is our intention to run all programs as scheduled, if we need to cancel a class or close a building due to unforeseen circumstances such as weather, notices will be posted on the EASTCONN home page, the EASTCONN Adult and Community Programs Facebook page and on local media news outlets.



EASTCONN ADULT & COMMUNITY PROGRAMS

Contact Us to Register

Danielson area - Call 860-779-3770
or visit the Northeast Learning Center
562 Westcott Rd., Danielson

Willimantic area - Call 860-423-2591
or visit the Community Learning Center
1320 Main St., Willimantic

Email: aded@eastconn.org

Facebook.com/EASTCONNAdultEducationPrograms



eastconn.org/adult-programs

EASTCONN
Where Learning Comes to Life