

New Britain Adult Education

Student Handbook

2025-26



NEW BRITAIN

ADULT EDUCATION

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Table of Contents

[Welcome](#)

[CSDNB Vision and Mission](#)

[Student Expectations](#)

[CSDNB Board Policies](#)

[School Cancellation or Delay](#)

[Code of Conduct](#)

[School Safety](#)

[Academics](#)

[Programs of Study](#)

[High School Completion Programs](#)

[Credit Diploma Edmentum/Apex Agreement](#)

[Student Acknowledgement Page](#)

Welcome

New Britain Adult Education proudly recognizes your commitment to achieving your goals. Whether you're working toward your high school diploma, strengthening your English skills, or pursuing U.S. citizenship, we are honored to support you every step of the way. Our program offers classes, guidance, and resources to help you grow—personally, professionally, and with confidence in your future.

"Education is the most powerful weapon which you can use to change the world," - Nelson Mandela

CSDNB Mission & Vision

CSDNB Vision

To pursue excellence one student at a time.

CSDNB Mission

In partnership with family and community, the Consolidated School District of New Britain works to provide the best personalized and comprehensive whole-child education so our students will be prepared for, and positively contribute to, a profoundly different future.

Commitment to Service Excellence

We respond quickly to serve our stakeholders in a kind and friendly way by listening and owning problems to achieve stakeholder, focused solutions. Our Service Excellence Standards are:

- Integrity
- Respect
- Professionalism
- Communication
- Teamwork
- Accountability

New Britain Adult Education Philosophy

1. **Lifelong Learning:** Adult education should be grounded in the belief that learning is a continuous and lifelong process. It should empower adults to acquire new knowledge, skills, and competencies at any stage of their lives.
2. **Self-Directed Learning:** Adult learners should be encouraged to take responsibility for their own learning. This philosophy values self-directed learning, where adults set their own goals, pace, and direction of learning, and educators serve as facilitators and resources.
3. **Relevance and Practicality:** Adult education should focus on real-world applicability. It should address the needs and interests of adult learners, connecting theoretical concepts to practical situations in their personal and professional lives.

4. **Diverse Learning Pathways:** Recognize and respect the diversity of adult learners. People come to adult education with various backgrounds, experiences, and motivations. Programs should offer a variety of learning pathways, allowing learners to choose the most suitable approaches.
5. **Experiential Learning:** Emphasize the importance of experiential learning, where adults actively engage with the subject matter through hands-on experiences, problem-solving, and critical reflection.
6. **Critical Thinking and Reflection:** Encourage adults to think critically, question assumptions, and engage in reflective practices. This fosters a deeper understanding of the subject matter and the ability to apply knowledge in various contexts.
7. **Collaborative Learning:** Promote collaborative learning environments that encourage the exchange of ideas, experiences, and perspectives among adult learners. Peer interaction and group work can enrich the learning process.
8. **Respect for Prior Knowledge:** Acknowledge and build upon the prior knowledge and experiences of adult learners. This philosophy values the wealth of life experiences that adults bring to the educational setting.
9. **Flexibility and Accessibility:** Adult education should be flexible and accessible to accommodate the diverse needs of adult learners. This may include evening classes, online courses, and other options that fit into adults' busy lives.

Guiding Core Values and Social-Emotional Learning

The CSDNB Code of Core Values and Responsibilities are the practices that create an optimal learning environment for a safe and supportive community. The district promotes the following beliefs:

- All students are valuable and can make worthy contributions to society.
- Individuals need caring relationships and a nurturing environment in order to grow and thrive.
- Supportive family relationships are the foundation of the community.
- High expectations lead to higher performance that empower individuals and strengthen society.
- Continuous learning is a lifelong process that is essential to a productive and enriched life.

Multicultural Education

Board Policy Statement 0523.10 - Approved on May 3, 1993

The New Britain Board of Education values cultural and linguistic diversity of the School District, city, state and nation. The Board also recognizes that this diversity is an inherent and positive characteristic of our democratic society. The Board is committed to promoting an environment in which cultural pluralism is understood and accepted. The school system must provide a learning environment which allows students to develop a better understanding of themselves and a respect for the culture and heritage of all people. Multicultural education is a continuous, systematic and dynamic process that fosters cultural diversity in an interdependent world. Therefore, the Board

of Education promotes multicultural education as an integral part of the educational experience of all students in the New Britain school system.

Legal Citations - Connecticut General Statutes Sections 10-15c (requires equal educational opportunity in schools without regard to race, color, gender, religion, or natural origin) 10-17 (requires English as medium of instruction 10-17a (encourages bilingual and bicultural instruction) 10-17e & f (requires bilingual education under certain conditions) 10-18a (requires use of instructional materials which are not culturally and gender biased

Student Expectations

Model students exhibit behaviors that represent CSDNB's six core values of:

- Citizenship and Social/Civic Responsibility
- Integrity and Respect
- Communication and Collaboration
- Creativity
- Critical Thinking and Self-Direction
- Resourcefulness

Academically, CSDNB students:

- Demonstrate independence in reading complex texts as well as writing and speaking about them
- Construct arguments grounded in evidence and, with respect for differing opinions, critique the reasoning of others
- Develop and use models
- Make sense of problems and persist in solving them
- Reason abstractly and quantitatively
- Use technology and digital media strategically and capably
- Come to understand other perspectives and cultures through reading, listening, and collaboration
- Obtain, evaluate, and synthesize information to communicate findings in response to a purpose
- Ask questions, define problems, construct explanations and design solutions

Socially and Civically, CSDNB students:

- Take responsibility for their actions and are willing to learn from mistakes.
- Respect cultural and linguistic diversity
- Work collaboratively, creatively, and respectfully with others to achieve common objectives
- Attend school regularly prepared to learn
- Understand and follow dress code requirements at all times
- Use approved electronic devices responsibly
- Use conflict management skills to resolve problems peacefully
- Use appropriate language at all times
- Conduct themselves in a cooperative, friendly and respectful manner
- Pursue honesty and responsibility in scholarship

CSDNB Board Policies

New Britain Adult Education is in compliance with CT General Statutes Section 10-7c. ALL mandated programs are free. We do not charge a fee for any textbooks or materials used in the classroom. New Britain Adult Education reserves the right to collect and hold deposits for textbooks and materials. Deposits will be returned in full upon return of textbooks and materials in good condition.

Student Equal Education Opportunity/Non-Discrimination (Board Policy 6121.00)

It is the policy of the Board of Education that students shall be provided an equal opportunity to participate in and benefit from the activities, programs, and courses of study offered by the school district without discrimination on the basis of race, color, national origin, sex, disability, religion, sexual orientation, alienage or any other basis prohibited by law. Additionally, pursuant to Title IX and relevant state law, no individual shall, on the basis of sex (which includes marital status, parenthood, and pregnancy), be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.

The Director of Pupil Services has been designated to handle inquiries and receive complaints regarding the district's non-discrimination policies as they pertain to students. The Pupil Services Department is located at 272 Main Street, P.O. Box 1960, New Britain, CT 06050. The phone number is 860-827-2234.

Prohibition of Harassment (Board Policy 5145.50)

It is the policy of the Board of Education to maintain a working and learning environment that is free from harassment. The Board will not tolerate the harassment of any student for any reason, including harassment based on race, color, sex, age, gender identity or expression, religion, national origin, alienage, ancestry, sexual orientation, marital status, disability, pregnancy, immigration status, veteran status, or any other basis prohibited by law, subject to the conditions and limitations established by law.

This policy prohibits harassment of students by employees, other students, or third parties.

Students are also prohibited from harassing teachers, administrators or other school personnel for any reason, including harassment based on race, color, sex, age, gender identity or expression, religion, national origin, alienage, ancestry, sexual orientation, marital status, disability, pregnancy, immigration status, veteran status, or any other basis prohibited by law, subject to the conditions and limitations established by law.

Employees, students, and others are expected to adhere to a standard of conduct that is respectful and courteous to all. The principle of freedom of expression that might otherwise protect the most offensive public speech does not protect or encompass a right to threaten the dignity and privacy of an individual. Such personally directed behavior will not be tolerated. It is contrary to academic values, debilitates its victims,

compromises the offenders, and undermines the District's fundamental commitment to individual freedom and respect for all its members. Furthermore, acts of intolerance may destroy the very atmosphere in which freedom of expression is otherwise tolerated and cherished.

Harassment means unwelcome and offensive conduct that has the purpose or effect of unreasonably interfering with a student's performance and/or learning opportunities or that is sufficiently severe, pervasive or persistent so as to create an intimidating, hostile or offensive educational environment. All forms of harassment are prohibited whether verbal, written, visual or physical and regardless of the medium through which it occurs.

School Cancellation or Delay

If the New Britain School **district cancels** classes, all classes at New Britain Adult Education will be canceled and made up at the end of the quarter or school year.

If there is a **district school delay**, day classes will be cancelled however evening classes will continue. In instances of a delay, those day classes will be made up at the end of the semester or school year.

If there is a **weather-related early dismissal** and the school district cancels all after school activities, then the evening classes will be cancelled.

If there is a **weather-related early dismissal** but the school district does not cancel after school activities, then a decision will be made by the Director of Adult Education in consultation with the Superintendent on whether evening classes will be canceled.

Watch the following stations for announcements:

WFSB (3), WTNH (8), WVIT (30), WTIC (61), Adult Education Email Message, Adult Education Website, Facebook and Instagram.

Code of Conduct Policy

For the following infractions, progressive disciplinary actions will be taken up to and including dismissal from the Adult Education Program and possible arrest:

- Willfully striking or assaulting another student or school employee.
- Use of obscene, profane or abusive language or gestures to another student or school employee.
- Threatening, intimidating or harassing another student or school employee.
- Defacing or destroying school property or the property of another student or school employee.
- Smoking or vaping.
- Blackmail, extortion or coercion.
- Gambling or betting.

- Any behavior that threatens or endangers the adult education community or interrupts the educational process.

The following infractions may result in the immediate removal from the program:

- Drugs/ Alcohol: Not allowed on school property (See Board Policy 5131.60).
- Weapons: Not allowed on public school property (See Board Policy 4118.223/4218.223).
- Marijuana/CBD/THC/Vaping: Not allowed on public school property. Students who are determined to be under the influence will be asked to leave.

Student Dress Code

At New Britain Adult Education, we encourage you to express yourself in color, style, and through your learning. While expressing our style, we all need to meet a standard of appearance that is generally acceptable in the workplace. For this reason, we have the following expectations:

- You must be covered from shoulder to mid-thigh.

Electronic Devices

- Laptop, tablet, or cell phone use for academic purposes is at the discretion of the classroom teacher.
- The use of listening devices is permitted at the discretion of the classroom teacher.
- Personal cell phones should be silenced and put away.
- New Britain Adult Education is not responsible for loss or theft of these devices.

School Safety

Fire Drills

Periodic fire drills will take place during the school year. All staff and students must leave the building.

1. All staff and students must proceed to the designated exit and quickly leave the building and stand in the designated area.
2. Teachers must take the Class Folder with them and check attendance outside. The principal or designated supervisor must be notified of any missing student(s) immediately using the emergency evacuation procedure sheet.
3. Everyone is to remain outside until the building is deemed safe for re-entry. Staff and students will be notified.

Emergency Lockdown

Students and staff are to follow the A.L.I.C.E protocols or any designated protocols located at the site.

Guests

Guests, including children, are not allowed in class or in the building with you or unsupervised. You may request permission from the Director of Adult Education for a special circumstance. Friends of students are not allowed to wait on school grounds. Any unauthorized visitors may be asked for identification and/or requested to leave the premises. Visitors who refuse to follow these requests may be subject to arrest.

Accident or Illness

Any student who has an accident or becomes ill during class should report the circumstances to the office immediately where assistance will be provided.

School Property

All students should contribute to keeping all sites in excellent condition. Use of materials and equipment is a privilege, not a right. Report all damage and/or need for custodial services in rooms or elsewhere in the building to the office promptly.

Internet Use Policy

The New Britain school district has an *Access to Internet Policy* (Number: 6141.32) that is applicable to all schools including Adult Education students. Copies of the policy can be provided upon request. It is also available on the district's website, csdnb.org. Inappropriate use of the Internet will not be tolerated and will lead to dismissal from the Adult Education Program.

Photographing/Video Recording Students

Photographs and videos are taken throughout the year highlighting schools, administration, staff, students, clubs, sports teams, and more.

These photographs and videos are used in presentations to the Board of Education, teachers, parent groups or community groups. Photos and videos are also placed on CSDNB's social and digital media platforms. On occasion, photos will also be provided to the media if they are running a story related to that photo.

If you do not wish to be photographed or videotaped, please notify your teacher.

Academics

Homework

Homework is an instructional strategy used to reinforce the concepts learned in class. While teachers are aware that some adult students have considerable responsibilities outside of school, the student should be aware of the importance of scheduling time to include homework if required.

Grading Policy

Students will be informed of the criteria used in the evaluation of academic progress of final grade determination by individual teachers. Criteria includes tests, projects, written assignments, homework, and class participation. The passing grade is 60 or higher. Letter grades are entered into the student transcript. Overall: 90-100 = A; 80-89 = B; 70-79 = C; 60-69 = D; 59 and below is failing.

Cheating

Cheating is the use of cell phone, internet, unacknowledged materials, information, or other tools to complete an academic assignment, test, or project, which includes viewing the work of another student. This also includes misrepresenting citations of referenced works or the use of AI or ChatGPT to accomplish schoolwork.

Plagiarism

Plagiarism is the representation of ideas or words as one's own in any academic exercise. All references containing the words or ideas of another must be properly cited. Plagiarism includes: (1) Direct copying of another's work, but submitted as one's own, regardless of the source. (2) Lack of source citation. (3) The use of AI or ChatGPT to complete an assignment. Any student found in violation of this policy will receive a disciplinary action up to and including loss of credit.

Guidance/Counseling Services

The School Counselor is available during evening school hours Monday through Thursday from 5:30-8:30pm at New Britain High School.

The School Counselor can answer questions about course needs, vocational needs, college requirements, employment, and housing. Students are encouraged to schedule an appointment.

Programs of Study

English as a Second Language (ESL):

Instruction is designed for adults who have limited proficiency in the English language or whose native language is not English. The ESL program assists individuals to improve their English skills in listening, speaking, reading, and writing in order to find or maintain employment, attain citizenship, become more involved with their children's schooling, and make greater use of community resources. Instruction is provided in English as a unifying means of serving the broad ethnic diversity of limited-English-speaking adults. Student class level is determined by the student's CASAS test score. We offer Beginner ESL to Advanced ESL classes.

Adult Basic Education (ABE):

Instruction is designed for adults seeking a high school diploma who are functioning below the secondary school level and lack the basic reading, writing, and numeracy skills necessary to function effectively as workers, parents, and citizens. Instruction is provided in improving and/or acquiring the basic skills of reading, writing, and mathematics, to prepare students for secondary level instruction.

Citizenship

This course is designed to help prepare students to pass the U.S. Citizenship interview and become American citizens. It also assists in improving English language skills while learning American history, civics and government. Students learn about the naturalization process and develop skills and strategies to pass the interview section

of the Immigration and Naturalization Service test. The ability to understand and speak English is a requirement.

High School Completion Programs

General Educational Development (GED):

Offered in both English and Spanish. This program is designed to enhance Language Arts, Social Studies, Science, and Math skills to an adult secondary level or high school proficient level. The skills gained are required to pass all four subjects of the GED exam. Students who score 235 or above on the CASAS test are eligible for this course. Individuals who pass the GED Tests are awarded a Connecticut State High School Diploma.

National External Diploma Program (NEDP):

This is an individualized program that provides an alternate route to a high school diploma without classes. Students participate in a diagnostic and assessment phase. The criteria for entry are an assessment in reading and math with a minimum score determined by the state, an interview, and a writing assessment. An adult who successfully completes the portfolio assessment, as required, is awarded a high school diploma by our cooperating Board of Education in Wallingford, CT.

High School Credit Diploma Program (CDP):

This program is designed to offer an online high school experience using the Edmentum/Apex platform to students aged 17 or older who have withdrawn from daytime high school.

CDP Registration procedures

Enrollment in the New Britain Adult High School Credit Diploma Program is open to individuals who meet the following criteria:

- be a New Britain resident
- be officially withdrawn from high school
- 17-year-old students must have a parent/guardian present for initial registration
- present a high school transcript and high school withdrawal documentation
- complete registration forms
- take a CASAS placement test
- must not have a high school diploma or passed the GED from the United States or Puerto Rico

The School Counselor determines the course of study to receive an Adult High School Credit Diploma. This program is based on credits previously earned and credits needed to meet requirements for graduation.

The New Britain Adult High School Credit Diploma is issued by the New Britain Board of Education. Diplomas are given at the completion of graduation requirements in December and June. There is a graduation ceremony in June, and all diploma recipients

are invited to participate.

CDP Graduation Requirements

Although we accept credits from accredited High Schools and Vocational/Technical schools, the following are required to graduate from Adult High School Credit Diploma Program:

	2025-26 Graduation Requirements 25 credits
English	4
Mathematics	3 (1 credit required in Algebra 1)
Vocational Education	2 .5 credit required in Personal Finance .5 credit required in Career Planning .5 credit required in Computer Application 1 .5 credit required in Computer Application 2
Electives	10 2 credits required in Humanities 1.5 credits required in STEM 1 credit required in Health 5.5 other Electives
Social Studies	3 1 credit required in U.S. History .5 credit required in Civics 1.5 other Social Studies
Science	3

At least two (2) credits must be completed through the New Britain Adult Education High School Credit Diploma Program (CDP) before a diploma is issued. A student must take at least 1 in-person Edmentum/Apex class each quarter.

CDP Additional Credit Options:

Military category: 2 credit maximum – elective area
 1 credit: documented successful basic training
 1 credit: documented special training program

Occupational category: 2 credit maximum – elective or voc/arts
 1 credit: documented work experience
 1 credit: valid occupational license

1 credit: documented completion of apprenticeship program

1 credit: documented job training program

1 credit: demonstrated home management skills

Specialized Skills category: 1 credit maximum – elective area

1 credit: documented community/volunteer service

1 credit: demonstrated skills in a vocational area

*Note: Community Service Pre-Approval Form must be completed by students and signed by the counselor before beginning volunteer service.

Tardiness

Any student reporting late to class will be tracked at 15 minute increments.

Early Release

Leaving prior to the end of class will be tracked to the nearest 15 minutes.

Makeup Days

There are no makeup days permitted. Attendance is required at all classes to achieve 48 hours of seat time per class.

Credit Diploma Edmentum/Apex Agreement

1. Students needing 8 or fewer credits AND who qualify with CASAS Reading score of 239 and Math score of 236 are eligible for Edmentum/Apex online classes.
2. Students who score below the benchmark will be required to take ABE classes to prepare them for the rigors of Edmentum/Apex. If scoring at or above benchmark AND need more than 8 credits, will be advised to take GED classes.
3. In-person attendance is mandatory, no exceptions.
4. Students can take up to 2 Edmentum/Apex online classes per quarter with the potential to earn up to 8 credits per year.
5. Students must attend a minimum of two classes per week, per class (6 hours x 9 weeks).
6. Proctored classes are held Monday through Thursday from 5:30-8:30pm at New Britain High School.
7. Students must successfully complete and pass the Edmentum/Apex class AND have 48 hours of in-person, seat time per class to receive credit.
8. Students are required to use earphones for all Apex classes (provided by Adult Ed).
9. Proctors will sign students in and out each class, rounded to the nearest 15 minutes.
10. Proctor will be present to monitor progress and provide student support but will not teach lessons.

I have read and understand the expectations of participating in New Britain Adult Education's Edmentum/Apex online classes.

Print Full Name: _____

Signed: _____

Date: _____

Student Acknowledgement Sheet

This sheet will remain on file for the length of the student's education at New Britain Adult Education.

I _____ I have read and understood the New Britain Adult Education Handbook and have had an opportunity to ask questions about the contents of the Handbook.

Signed: _____ Date: _____

I _____
do _____ do not _____ give permission for New Britain Adult Education to use my photograph in brochures, websites, online advertising platforms or any other promotional material.

Signed: _____ Date: _____