Dear New Haven Adult and Continuing Education Family & Community,

It has been two wonderful years since I have been Principal of the New Haven Adult and Continuing Education Center. I am extremely proud of the accomplishments I have experienced thus far, and I am excited for our Adult Learners’ future. They have made a profound commitment to change the course of their lives for themselves and their families. And, we are here for you every step of the way.

We know every day struggles are real but, we are committed to helping our students succeed in school and in life with “No Excuses”.

Our school has a history of great accomplishments as a result of the collective responsibility, dedication, and collaboration among our city members, staff, teachers, and students. My top priority will be focused on achieving our mission of preparing students to become productive citizens in school, the workforce, higher education and life. As Principal and leader of this school, I am committed to working side by side with our staff and students to achieve our goals.

The New Haven Adult and Continuing Education Center programs will promote academic excellence and student success in a safe, nurturing, and welcoming environment for everyone. In order to do this, we offer high quality education programs such as GED, High School Credit, NEDP, and ESOL programs.

Our counseling and support staff are here to guide you through the registration process, transcript reviews, and academic programing. We invite you to become part of our learning organization where all of us are challenged to learn and grow. We believe each day holds a profound sense of hope and optimism for a brighter future. The time to act is now!

Begin your future today by visiting New Haven Adult Education Center located at 580 Ella T. Grasso Blvd., visit www.nhace.org, like us on Facebook or call (203) 492-0213.

I look forward to building and sharing your success.

Sincerely,

Mrs. Michelle Bonora, Principal
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OUR MISSION

The New Haven Adult & Continuing Education Center is committed to providing adult learners with high quality educational programs. Our administration, teachers, and support staff prepare students to be lifelong learners and to become productive citizens in school, in the workforce, and in their communities.

OUR VISION

We are ONE highly effective ‘team’ of teachers, staff, students, and community partners working together to create brighter futures for our students.

We are a learning organization where all are challenged to grow and achieve. Every day, we will learn through meaningful, engaging, and coherent experiences to ensure success. Together, we will be better tomorrow than we are today.

We are ONE family, connected and committed to each other. Our actions and decisions will exhibit integrity, compassion, honesty, and trust. We deeply believe each day holds a profound sense of hope and optimism for the future.
REGISTRATION PROCEDURES

In order to register and participate in any of our programs, you must be 17 years of age or older. If you are under 21 years old and attended any of the New Haven Public Schools, you must also be officially withdrawn.

If you are 17 years old, you must bring withdrawal papers from the last school attended, and you must be accompanied by a parent or legal guardian to meet with an administrator.

If you do not have withdrawal papers, you must go to your previous high school or to the Board of Education to get them. If you are interested in the High School Credit Program, you must bring your transcript from the last high school you attended and your withdrawal papers.

REGISTRATION PROCEDURES

Applicants must be 17 years old and bring ID.
- Please bring one of the following documents:
  - Current Driver's license
  - City of New Haven ID card
  - Passport
  - A Government ID

Bring proof of address with YOUR NAME and current address:
- Utility Bills
- Hospital or Doctor’s letter
- Social Security or Social Services Letter
- Police Records

Classes are FREE for New Haven residents • Non - New Haven residents must pay a fee.

HOURS OF OPERATION

Days: Monday through Friday 8:30 am to 3:00pm
Evenings: Monday through Wednesday 6:00pm to 8:00pm

ENRICHMENT COURSES

- Keyboarding for Computer Applications
- Certified Nursing Assistant C.N.A.

* Fee required for enrichment classes
PROGRAMS DESCRIPTIONS

HIGH SCHOOL CREDIT DIPLOMA PROGRAM (HSCDP)

♦ Credit may be given for volunteer work, community or military experience, or work.
♦ 23 credits are required to receive a diploma, which is awarded by the New Haven Adult & Continuing Education Center.

GENERAL EDUCATIONAL DEVELOPMENT (GED)

GED is a self-paced program offered in both English and Spanish, which incorporates course content as measured by all four areas of the GED examination: Reasoning through Language Arts, Mathematics, Social Studies, and Science. Candidates who pass the official GED Test online are awarded a State of Connecticut High School Diploma.

NATIONAL EXTERNAL DIPLOMA PROGRAM (NEDP)

NEDP is an online program that evaluates the reading, writing, math and workforce readiness skills of participants in life and work context. The program is designed for self-directed adults who after completing all program requirements will be awarded a high school diploma by the New Haven Adult & Continuing Education Center.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES

The ESOL classes are for students whose primary language is not English. The classes integrate life and academic skills. All classes include listening, speaking, reading and writing. The classes prepare students to:
♦ Communicate in daily life
♦ Adapt to life in the United States
♦ Continue education in the United States
♦ Succeed in employment

CITIZENSHIP

This class prepares students to become American Citizens by studying for the Naturalization Interview and Test. Course includes: US History, Government and Civics. Students must be able to read, write and speak English to pass the test.

GATEWAY PARTNERSHIP

This innovative program assists high school students, advanced GED students and helps advanced ESOL students with earning college credit in math and English. This partnership also assists with a successful transition to college.
COLLEGE AND CAREER CENTER

Our College and Career Center is designed to help students investigate career paths, learn about further educational opportunities, and make final decisions and plans for their future. The Center contains supplementary aids to facilitate vocational and higher education planning. These include files of vocational briefs, brochures, books on many institutions, career reference books, college planning guides, and computer system interest surveys, aptitude tests and college and vocational searches. All students have the following activities available to them in making critical decisions:

- Career Assessment
- Internship
- College Searches
- Portfolio Development
- Service Learning
- Career Explanation Workshops

GUIDANCE

The Guidance Office is the place where students go to talk about themselves, their future educational/career goals, or personal concerns. With counselor assistance, students may analyze test results, discuss their strengths and weaknesses and choose courses that best fit their needs, abilities, interest and future plans. Students are encouraged to initiate meetings with their counselor as the need arises.

SOCIAL WORK SERVICES

The School Social Work Department emphasizes the well-being of the students. It focuses on the emotional and mental health of the students to eliminate barriers that interfere with school success; helping the students to develop social skills, coping strategies and to find positive solutions. Part of the service is to bring together resources within the school and community to enhance the students’ ability to benefit fully from THEIR LEARNING.

FAMILY ADVOCACY & COMMUNITY RESOURCE CENTER

The Family Advocacy & Community Resource Coordinator assists students in establishing links and accessing community resources and services related to: educational/vocational choices, housing, daycare, parenting skills, substance abuse, post-secondary fairs, and workshops. Other community outreach services include: mentorships, workshops, guest speakers, field trips and other opportunities that strengthen students’ success in school and life.

STUDENTS RETENTION SPECIALISTS

Student Retention Specialists (SRS) are available to meet with the students individually to assist them with questions, academic needs, and to meet their goals.
POLICIES

NONDISCRIMINATION STATEMENT
It is the policy of the New Haven Public Schools district that no person shall be excluded from participation in, denied the benefits of or otherwise discriminated against under any program, including employment. Protected classes include: Age, Ancestry, Color, Gender Identity or Expression, Genetic Information, Learning Disability, Marital Status, Mental Disability, Intellectual Disability, National Origin, Physical Disability, Race, Religious Creed, Sex, Sexual Orientation, and the offer of equal access to school facilities and school premises to Boy Scouts for America and other designated youth groups.

TITLE IX
The U.S. Department of Education’s Office for Civil Rights (OCR) enforces, among other statutes, Title IX of the Education Amendments of 1972. Title IX protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. Title IX states that: “No person in the United States shall, on the basis of sex, 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.”

SEXUAL HARASSMENT POLICY
It is the policy of the New Haven Adult & Continuing Education Center that any form of sexual harassment is forbidden in the workplace, whether by supervisory or non-supervisory personnel, by individuals under contract, or volunteers subject to the control of the Board. Sexual harassment is defined as unwelcomed 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 employee’s submission to or rejection of unwelcomed conduct will in any way influence an employment decision regarding that employee, or conduct of a sexual nature which substantially interferes with an employee’s work performance, or creates an intimidating, hostile or offensive work environment, such as the display in the workplace of sexually suggestive objects or pictures.

Sexual harassment in the workplace whether by supervisory or non-supervisory employees will result in disciplinary action up to and including dismissal. This policy is extended to include relationships between participants, teachers and administrators.

EQUAL OPPORTUNITY EMPLOYMENT
New Haven Public Schools is an Equal Opportunity Employer and, except in the case of a bona fide occupational qualification or as otherwise permitted or required by law, does not discriminate on the basis of race, religion, age, sex, disability, national origin, marital, veteran or other protected class status under applicable law in any of its education programs, activities or employment policies. Any individual needing assistance in making application for any opening should contact the Director of Human Resources.
**PERSONS WITH DISABILITY**

If you are a person with disability who requires an accommodation in order to participate in our program or activity, please contact: Ms. Maureen Ryan, NHAEC 203-492-0213.

**ALCOHOL AND DRUG POLICY**

All drugs and substances, restricted or controlled as defined by State law and alcohol are forbidden on school grounds and at school-supported activities. A participant, 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).

**TOBACCO-FREE ENVIRONMENT**

As part of a school system NHACE is committed to providing a tobacco - free zone; please, move 15 feet away from the building if you need to smoke.

**ACCESSIBILITY AND DRUG - FREE ZONE**

All of New Haven Public School Facilities are handicapped accessible and are drug-free zones up to one thousand (1,000) feet in all directions from the building.

**WEAPON POLICY**

Any participant bringing weapons into the building or on school grounds will be immediately dismissed from school and the program.

**DISCIPLINE POLICY**

Participants will be held personally responsible for their conduct. Participants unable to conduct themselves properly will be asked to leave the program and/or premises. Participants who threaten or purposely intimidate other participants or staff can be dismissed from the program. Examples of inappropriate behavior can include, but are not limited to disrespectful language (i.e. swearing) threatening and disturbing others while they study. The NHACE has a zero tolerance policy towards physical or verbal violence or intimidation of any sort.

**FUNDING**

Funding for the these programs is derived from CT State Department. of Education, CT State Dept. of Labor, New Haven Board of Education, Regional Workforce Development Board.
G.E.D. TEST ACCOMMODATIONS
Special arrangements for GED testing can be made for persons with disabilities. For information call Ms. Jessica Grigas at: 203-492-0213 or the State Department at: 860-807-2130

TEXTBOOK POLICY
In accordance with C.G.S. 10-73, there is no charge for registration, books or materials to students enrolled in the mandated classes (ABE, CDP, ESL, GED or NEDP)

SNOW DAYS/CLASS CANCELATIONS
When emergencies or weather conditions occur, class cancellations will be announced on the local radio and television stations WTNH – TV Channel 8, and our Facebook page. If the New Haven Public School cancels classes, NHACE cancels as well.

In the event that there is a delay, all programs follow the NHPS schedule. If weather conditions change drastically in the late afternoon, night classes including sites may be affected. Please check the local media for cancellations and our Facebook page. If there is an early dismissal, the evening classes will be canceled including all sites.

OUR ADMINISTRATION STAFF
Mrs. Michelle Bonora, Principal
michelle.bonora@new-haven.k12.ct.us

Mrs. Toni Walker, Assistant Principal
toni.walker@new-haven.k12.ct.us

Mr. Nicholas Montano, Administrator
nicholas.montano@new-haven.k12.ct.us

CONNECTED AND COMMITTED TO CHANGE
NEW HAVEN ADULT & CONTINUING EDUCATION CENTER

Fall Semester
Registration begins on September 3, 2019
Classes will start on September 9, 2019

Spring Semester
Day registration begins on January 2, 2020
Evening registration on Tuesday, January 7, 2020

Day classes will start on January 7, 2020
Evening classes will start on January 13, 2020

ENROLL TODAY!
GED General Educational Diploma
HSCDP High School Credit Diploma Program
NEDP National External Diploma Program
ESOL English for Speaker of Other Languages
* Beginning levels to Advanced
CITIZENSHIP

Day and Evening Classes
FREE for New Haven Residents
Open Enrollment

CONNECTED AND COMMITTED TO CHANGE

580 Ella T. Grasso Blvd. - New Haven, CT 06519
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