

Carroll County Adult Education



Everything is possible!

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Commonly Asked Questions about Carroll County Adult Ed's Adult High School (Carroll Academy) and HiSET Program

SENATE BILL 18

In effect as of July 1, 2009, children 6 years to 18 years must receive schooling. Students may not quit school before 18 years of age. Under this law, all students must be enrolled on a full-time basis, or have a medical waiver or have an Alternative Learning Plan.

History, Background, & Community Involvements of CCAE/ Carroll Academy

Carroll County Adult Education provides instruction in HiSET, English for Students of Other Languages (ESL), Citizenship, Basic Literacy and computer classes, college/ job application aid, assistance with studying for a driver's license, and resume writing. There are over 100 learners, each year throughout Carroll County, who are seeking these services.

In addition to being a member of the Chamber of Commerce, CCAE is active in the following community groups: Northern Carroll County Provider's Network (core group of 25 service providers that collaborate and aim to find solutions to the community's needs), United Ossipee Round Table, and Carroll County Regional Coordinating Council. We are here not only to provide a high school education but to help families with all aspects of their life. These community partnerships have been vital to our adult learners taking full advantage of transportation to and from school, WIOA work programs, apprenticeships, free certification courses, childcare, veteran assistance and basic literacy classes.

Carroll Academy was formed in February, 2003. Carroll Academy provides evening and online high school classes for adult learners to obtain a high school diploma. In the first year of existence, Carroll Academy opened with 12 students and graduated 6 in June, 2003. Now the school is enrolling over 100 students and more than half per year are obtaining their diploma or HiSET.

What are the CCAE Programs?

Carroll County Adult Education Programs offer supportive, alternative paths for students to complete their high school requirements in smaller settings with flexible schedules and teams of professionals who encourage and motivate students.

Carroll Academy's ADULT High School Diploma Program (20 Credits) offers both online and evening courses. Age to enroll starts at 16 years old. Typically students who opt for the Adult Diploma which requires 20, are behind in credits and/or come back to achieve their high school diploma. An individualized schedule is developed for each student. All students are welcome to the program to complete their high school requirements or to take a course required for college.

Students are accepted in the Adult Diploma Program in the following order:

- 21+ Aged Adults
- 6th & 5th Year Students
- 4th Year Students
- 3rd Year Students 10+ Credits
- 3rd Year Students Under 10 Credits

High School Equivalency Test (HiSET) HiSET is a series of assessments, pre-tests and tests. To achieve a HiSET it can take a student one month to 2+ years. If tutoring is not needed, the student will achieve the HiSET faster. These tests consist of Math, Social Studies, Science, Reading and Writing. Classes and tutoring are available at the Tamworth location and in public municipalities (i.e. libraries) and online through Essential Education. Check each semester for times and days. HiSET exams can also be used for accredited diploma classes. Speak to the Director for more information on HiSET exams as credit. Students receive assistance from a HiSET instructor or tutor in preparing for the High School Equivalency Test (HiSET) and exploring college and career options for continued success beyond High School. **The student/guardian is to pay for any retake fees for failed exams. Fees range from \$10-\$28.25 and can be paid to CCAE in cash before rescheduling.**

See Carroll Academy's Application Process for dual enrollment

Adult Education and Literacy English for Students of Other Languages (ESL), Citizenship, Basic Literacy and computer classes and tutoring, college/ job application aid, assistance with studying for a driver's license, and resume writing. Our mission as a WIOA (Workforce Innovation Opportunity Act) partner is to improve literacy, guarantee job placement and needed social services, help find childcare, housing security, and every day necessities for our students. To ensure that every student achieves a high school education and life's necessities during and after their educational journey, we have secured partnerships with the community, for and non-profit organizations, local foundations, volunteers, social services and other literacy groups which have been vital.

CARROLL ACADEMY IN PERSON ADULT DIPLOMA COURSES

COURSES ARE HELD AT THE FOLLOWING LOCATIONS:

680 WHITE MOUNTAIN HIGHWAY, TAMWORTH, NH 03886

MAKER'S MILL- 23 BAY STREET, WOLFEBORO, NH 03894

COUNTY ANNEX - WATER VILLAGE RD., OSSIPEE, NH 03864

EFFINGHAM LIBRARY - 30 TOWN HOUSE RD., EFFINGHAM, NH 03882

HISSET PREP DIPLOMA CLASSES

680 WHITE MOUNTAIN HIGHWAY, TAMWORTH, NH 03886

WOLFEBORO PUBLIC LIBRARY - 259 S MAIN STREET, WOLFEBORO, NH 03894

OSSIPEE PUBLIC LIBRARY - 74 MAIN STREET, CENTER OSSIPEE, NH 03814

WAKEFIELD PUBLIC LIBRARY - 2699 WAKEFIELD RD., SANBORNVILLE, NH 03872

CONWAY PUBLIC LIBRARY - 15 GREENWOOD AVE., CONWAY, NH 03818

CA COURSES ARE A SEMESTER LONG WITH THE EXCEPTION OF HISSET PREPARATION CLASSES. ONLINE CLASSES ARE OFFERED THROUGH EDMENTUM.

CA COURSES DO NOT ADD WEIGHT TO G.P.A

Semester One: September - December

*HiSET Preparation Diploma Classes
Future Leaders of NH
Northstar Digital Literacy
Intermediate/Advanced English Second Language
Ancient Honey Bee and Beekeeping
**AHLEI Certified Hospitality Course
FAA Drone Certification
Evening HiSET Classes
Cricut Maker Marketing
STAR Reading
Personal Finance

Semester Two: January - May

*HiSET Preparation Diploma Classes
Future Leaders of NH
Northstar Digital Literacy
Intermediate/Advanced English Second Language
**AHLEI Certified Hospitality Course
FAA Drone Certification
Evening HiSET Classes
Cricut Maker Marketing
**Commercial Driver's License Pre-Training Class

**Offered during the day for 16 and 17 years old students every 7 weeks (2 classes per semester).*

*** The AHLEI Certification Course fee is \$1,000. Scholarships are offered to students 18 and older that qualify for NHES programs.*

***The CDL Course fee is \$2,000. Scholarships are offered to students 18 and older that qualify for NHES programs.*

IN PERSON COURSE OFFERINGS ARE BASED ON ENROLLMENT, AND SUBJECT TO CHANGE

ADULT DIPLOMA CREDITS VS. KINGSWOOD

REGIONAL HIGH SCHOOL CREDITS

REQUIREMENTS	ADULT DIPLOMA	KRHS DIPLOMA
Arts Education	0.5 Credits	0.5 Credits
English	4.0 Credits	4.0 Credits
Health Education	0.5 Credits	0.5 Credits
Information & Communications Technologies	0.5 Credits	0.5 Credits
Mathematics	2.0 Credits: Including Algebra I	*3.0 Credits: Including: Algebra I 1.0 Credit & Geometry 1.0 Credit
Physical Education	1.0 Credit	1.0 Credit
Science	2.0 Credits: Including at least 1.0 credit of a general science and 1.0 credit of a lab science	3.0 Credits: Including Physical 1.0 Credit Biological 1.0 Credit and one additional course
Social Studies	3.0 Credits: Including: American Gov't/Economics, World History and U.S. History	3.5 Credits: Including American Gov't/Economics 1.0 Credit, World History 1.0 Credit, U.S. History 1.0 Credit, Social Studies Elective 0.5 Credit
Electives	6.5 Credits	10 Credits
TOTAL:	20 CREDITS	26 CREDITS
UPDATED 6/20/2022		
Students and Parents/Guardians are encouraged to check with Colleges, Trade Schools and Military Branches of their choice to inquire about acceptance of Pass/Fail courses and/or an Adult Diploma.	<p><u>NOTE</u></p> <p>CA Online/Evening Courses: Semester Long (no quarter grades) Do NOT add any weight to GPA</p>	*Standard Diploma Note: While 3 credits of math are necessary for graduation, a math course (or a math-related) must be taken each year a student is enrolled at the KRHS)

ALL COLLEGE COURSES TAKEN WHILE ENROLLED IN CARROLL ACADEMY COUNT AS DOUBLE CREDITS TOWARDS CARROLL ACADEMY DIPLOMA

Carroll Academy's Application Process for Dual Enrolled Students

Step #1 - Schedule a meeting with your school counselor.

Step #2 - Click [HERE](#) to complete your student & parent/guardian on-line Letter of Interest

Step #3 - Once your On-Line Letter of Interest has been received by Carroll Academy, the Director will contact you and your counselor. A meeting will be scheduled with you, your parent/guardian and counselor to discuss the program and eligibility requirements. This discussion will include Carroll Academy's 2 week trial period.

Step #4 - If accepted into the program, the counselor will then send your transcript, Alternative Learning Plan, any 504/IEP paperwork, and if obtaining your HiSET or taking any HiSET exams to obtain your diploma, your [under age waiver form](#) to the Director. You will complete our [online registration](#) also. Go to this link and check to see if you are eligible for the Education Freedom Account <https://nhefa.com/eligibility/>. If you are eligible, you will need to apply for EFA here to set up an EFA account

https://csfnh.neonccm.com/familyLogin/index.php?action=app_new&_fwActionVerify=EPYQ3X0SXBBP3BL8UP1EM4TV58HNHG

Please choose Carroll County Adult Education/ Carroll Academy for the school option. Through your EFA, you will need to send **Carroll County Adult Education/Carroll Academy a tuition fee of \$2,000.**

For more information on EFA accounts please visit this website

<https://nh.scholarshipfund.org/apply/nh-education-freedom-accounts/>

Step #5 - The Director will determine the best educational path to take in order to graduate high school and contact you, your parent/guardian and counselor with the next step, your two week trial.

2 Week Trial Period for HiSET and HiSET Credited Students

If you are obtaining your HiSET **OR** taking HiSET exams for diploma credit you are to complete your first 2 assessments - the Locator and TABE either online or in person within the first 2 weeks of enrollment. This 2 week trial period is to show CCAE that you are serious and dedicated to obtaining your diploma or HiSET. **If you fail to do so then you will be discharged from the program.**

2 Week Trial Period for Diploma Students Enrolled in Online Classes

Within the 2 week trial, communication with your online facilitator must be established along with a minimum of 8 hours of online work. **If you fail to do so then you will be discharged from the program.**

2 Week Trial Period for Diploma Students Enrolled into In Person Classes

Within the first 2 weeks of class absence is not allowed unless of an emergency or medical issue. In this case a note will need to be provided to the instructor with proof of absence. **If you fail to do so then you will be discharged from the program.**

* NOTE: Some Carroll Academy courses are once a week for 15 weeks and only allow for 2 unexcused absences.*

Step #6 - Once the two week trial period is complete and the student has shown dedication to the program the school district will be invoiced, the student's schedule will be determined and **a minimum of 4 hours of study is to be completed by all students, weekly, until either all HiSET pre-tests are completed or the online diploma classes are completed.** **If the student is not working on their studies at least 4 hours a week they will be discharged from the program.**

Step #7 - For all students taking HiSET exams, the TABE assessment is to be taken during the 2 week trial period **AND** then a post TABE test after all pre-tests are completed before testing for final subtests.

CCAIE PROGRAM FEES

For **ALL** dual enrolled students, not eligible for an Education Freedom Account, there is an in-district \$200 registration fee and OUT OF DISTRICT \$500 registration fee that will be invoiced to the host high school, by the Director, after the students two week trial period. This can not be refunded if the student either fails to attend classes or leaves Carroll Academy to return to their host high school.

Note: This fee includes unlimited diploma classes, tutoring, all assessments and pre-tests. It does **not include** HiSET subtest fees for in-district students. HiSET subtest fees are to be paid for by the student's host high school or parent/guardian. This is done by purchasing vouchers through ETS or having the test center invoice the high school. For more information on how to purchase vouchers, please contact Crystal Sawyer at cmsawyer@govwentworth.k12.nh.us

Carroll Academy diploma classes for adults start at \$150/class.

No cost for HiSET or ESL classes/tutoring.

Send all checks to the SAU 49's Business Office:

Gov. Wentworth RSD#49

Attention: Sandy Libby

P.O. Box 190

Wolfeboro Falls, NH 03896

Note: Please include the student's name, invoice number and CCAE as reference.

CCAЕ/CARROLL ACADEMY ATTENDANCE POLICY

Carroll County Adult Education - If a student is not participating in classes or tutoring for 60 days or more they will be unenrolled from the program.

Carroll Academy - a minimum of 4 hours of study is to be completed by all dual enrolled students, weekly, until either all HiSET pre-tests are completed or the online diploma classes are completed. If the student is not working on their studies at least 4 hours a week they will be discharged from the program.

It is expected that students will attend classes as scheduled.

However, we understand that emergencies arise; therefore we have established the following expectations:

1. Students will not be tardy to class
2. Leaving early without permission from the classroom equals a full absence
3. Students are responsible for all missed work. All missed work and missed class time must be made up.

*****Note-There are NO absence appeals*****

CCAIE/CARROLL ACADEMY GRADUATION

Students must fulfill all academic requirements and accrue 20 credits to earn a Carroll Academy Diploma. There will be a formal graduation ceremony the first Monday in June. This graduation ceremony will honor all CCAIE Adult Education Students. The graduation will be hosted by the Director. If you have one HiSET exam left to take and have passed all of the other four, you may walk in graduation **but must take the last HiSET exam by August 15th.** If you are working on your last credit for an online adult diploma class, you may walk in graduation **but the classwork is due to the Director by June 15th.**

WEATHER CANCELLATION

If day school is canceled for GWRSD (SAU49), night school will be closed as

well. Please contact your teacher for cancellations.

BEHAVIOR POLICY

1.CCAE Students are expected to obey the laws of New Hampshire. This includes the use of tobacco/nicotine products on school property regardless of age.

2.Attending CCAE courses under the influence of drugs or alcohol will result in immediate dismissal from the program. In this situation, tuition is non-refundable.

3.We expect that students will show respect for self, teachers of the program, other students and property.Disrespectful behavior will not be tolerated and can result in immediate withdrawal from the program.

The following are examples of disrespect that warrant disciplinary action:

1. Disrespective behavior
 - a. Excessive talking
 - b. Swearing, harassment, etc.
2. Lack of preparation including not doing homework or classwork
3. Non- Participation in class
4. Administrative withdrawal from a class for disciplinary reasons is at the discretion of the Director after conferring with the teacher and student.

*****The Adult Education Program has a zero tolerance policy. Violations of the behavior policy will result in immediate withdrawal*****

BORROWED COMPUTER POLICY

When borrowing a CCAE computer you must sign and abide by the Computer Loan Agreement. At the end of the course or completion of school, you will

need to return the computer with case and charger in working condition. Please see loan agreement for incident fines and lost chargers.

CELL PHONE POLICY

It is the belief of the Adult Education Staff that technology is an important tool in today's education. That being said, technology also serves as a distraction in the classroom and can serve as a detriment to the success of our students. The use of cell phones in the classroom is a privilege and can be revoked at any time by the Adult Education Staff. Failure to follow this directive will warrant dismissal from class.

Cell Phone Rules

1. Cell phones should not be used while the teacher is giving direct instruction
2. Earbuds should be removed from ears during direct instruction
3. Cell phones will not be used for social media purposes while class is in session
4. Cell phone may be in class when directed by the teacher

FREQUENTLY ASKED QUESTIONS ABOUT DUAL ENROLLED STUDENTS:

[WHAT SHOULD STUDENTS/PARENTS DO IF THEY ARE INTERESTED IN CARROLL ACADEMY?](#)

IS TRANSPORTATION PROVIDED?

On a case by case basis transportation can be provided, during the day, by Tri-County Transit. Please ask the Director on how to be put into the bus route schedule.

For dual enrolled students it is also an individualized plan. In some instances, GWRSD students may have the ability to be transported during the day to and from their homes.

ARE 504 PLANS & INDIVIDUAL EDUCATION PLANS IMPLEMENTED AT CARROLL ACADEMY?

504 Plans are amended by a team as deemed necessary and implemented into Carroll Academy.

NOTE: Students with Individual Education Plans who are dually enrolled in Carroll Academy and day classes can choose to keep academic support/resources in their schedule and continue to receive Special Education services during their day classes held on the main campus. This is determined by the Special Education Team.

WHICH GRADUATION CEREMONY DO STUDENTS PARTICIPATE IN?

Carroll Academy holds its own graduation ceremony in June. This ceremony includes all diploma and HiSET graduates. If the student is taking a recovery credit or their host high school allows them to walk in their graduation ceremony, then they have a choice - walk in one, both or none.

**Commonly asked questions about
Carroll County Adult Ed's Adult High
School (Carroll Academy) and HiSET
Program**

What is the difference between a high school diploma and HiSET?

HiSET is strictly a series of pre-tests and tests and can take a student one month to 2+ years to accomplish. If tutoring is not needed, the student will achieve the HiSET faster. These tests consist of Math, Social Studies, Science, Reading and Writing.

An adult high school diploma consists of 20 credits to graduate. Classes are available online and in person. Fall classes start in September, for 15 weeks and spring classes start in January and also run for 15 weeks. Online classes are open enrollment so you can jump into a class whenever it is best for you but registering before the fall and spring semesters are encouraged. Classes for adults, not enrolled in a high school, are \$150/class.

I don't have any high school credits so what would be best for me?

If you do not have any high school credits the best route is to obtain a HiSET credential. This is simply because it will take you less time, in most cases.

How long does it take to achieve the HiSET versus a diploma?

It all depends on your skill level in all of the five subjects; Math, Science, Social Studies, Reading, and Writing. The HiSET can be done (with a steady testing schedule) in as little as 2 months if the student is proficient in all 5 subjects and does not require tutoring. There are a lot of factors in which it takes the students

longer i.e. tutoring is needed, have a disability, interfering work schedule, technology issues, etc.

What is the HiSET process?

1) You take a test called the Locator. This is a quick test in Math and Reading. The Locator determines if you are at "high school level". This can be taken online with a Proctor or in person.

2) After determining what grade level you are, you will take the TABE (Testing Adult Basic Education) either online or in person with a Proctor. This also consists

of Math and Reading and tells the teacher exactly what grade level you are at. Typically if the results are 10th grade and higher you can proceed to the pre-tests but if under, tutoring is needed.

3) If tutoring is not needed, and you are over 18, you are ready to take the final subtests and your teacher or the Director will register you onto the ETS website for final testing and go over the process with you. If you are under 18, then you will proceed to the pre-tests. You will need to pass all 5 pre-tests (Math, Reading, Writing, Social Studies and Science) in order to take the final HiSET subtest.

4) Once all pre-testing is done your teacher, high school counselor or the Director will register you onto the ETS website for final testing and go over the process with you.

Where do I take the final HiSET subtest?

There are test centers all throughout the state of NH that are paper based and computer based. If you are 18 and over you can take the final HiSET subtests at home or at our Tamworth location with an extra fee of \$3.25 per subtest.

How much does the HiSET cost?

Tutoring and all pre-tests are FREE. The HiSET subtest is \$25/test times 5 (subjects) equaling \$125 total. At home HiSET testing is \$141.25 for all 5 subjects. (Scholarships for adults may be available to help pay for the subtest through CCAE or your last high school, ask the Director for more details).

What can't I do if I get my HiSET?

Go to an Ivy League school, for example; Harvard, Yale, Brown etc. and some Universities depending on location.

Will and should my HiSET be accepted by my employer?

Yes, it should unless your employer specifically asks and needs you to have a diploma or a certain diploma class to work there.

Can I get into a State, University, or Community college with a HiSET?

Absolutely! There may be a class/classes that you need to take before entering the college because of the major you choose or the criteria but we can provide that class for you online.

How old do you have to be to register with Carroll County Adult Education?

Sixteen (there are a series of steps for students 18 and under before withdrawing from high school)

How many credits do I need at Carroll Academy to graduate?

20 credits to graduate

I want to get my high school diploma, what do I need to have at registration so the process goes quicker?

You will need to call the last high school you attended, if applicable, and retrieve your transcript. If there are issues doing so, call us and we will help.

Do I need to get my high school transcript to register for the HiSET?

Only if you are under the age of eighteen, nineteen and up do not need to get their transcripts.

I don't live in NH but would like to attend a NH Adult Education program, can I do that?

No, you need to be a NH resident to attend NH Adult Education programs.

Who do I email to register for the HiSET or diploma program?

Can I attend diploma classes online?

YES! Email us and we will get you started right away.

Can I register online or does it have to be in person?

You can [register online](#), over the phone at 603-323-5100 or in person at 680 White Mountain Highway, Tamworth, NH 03886. You can also email Crystal Sawyer at csawyer@nhadulthood.org to schedule an appointment.

Do you provide any other services after I complete my HiSET or Diploma?

Absolutely! We help all students with the following: Resume writing, soft skills for the workplace, college, job and financial aid applications, scholarship writing and preparing for your license test. Also, any community resources you may need to succeed!

I hereby agree that I have read and understand the handbook.

Guardian Signature _____ Date _____

Student Signature _____ Date _____