

*Carroll County Adult Education*



*Everything is possible!*

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## 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, have a medical waiver or have an Alternative Learning Plan.

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

Carroll County Adult Education provides instruction for a High School Equivalency, English for Students of Other Languages (ESL), Citizenship, Basic and Digital Literacy, and College and Career aid. There are over 130 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 programs, apprenticeships, free certification courses, childcare, and basic literacy classes.

Carroll Academy was formed in February, 2003. Carroll Academy provides evening and online classes for learners to obtain an adult high school diploma. In the first year of existence, Carroll Academy opened with 12 students and graduated 6 in June, 2003. Carroll Academy enrollment is now approximately 100 students per year and about half obtain their diploma.

# 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 credits, 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 (HSE)**

### **HiSET- High School Equivalent Test**

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 an HSE instructor or tutor in preparing for the High School Equivalency Test (HiSET) and exploring college and career options for continued success beyond high school.

### **GED - General Educational Diploma**

GED is a series of assessments, pre-tests and tests. To achieve a GED it can take a student one month to 2+ years. If tutoring is not needed, the student will achieve the GED faster. These tests consist of Math, Social Studies, Science, and Reasoning Through Language Arts. 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. GED exams can also be used for accredited diploma classes. Speak to the Director for more information on GED exams as credit. Students receive assistance from an HSE instructor or tutor in preparing for the GED and exploring college and career options for continued success beyond high school.

*\*See Carroll Academy's Application Process for dual enrollment\**

**Adult Education and Literacy** English for Students of Other Languages (ESL), Hospitality Integrated Education and Training, Digital Literacy classes, college/ job application aid, STAR Reading classes, 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, UNIT #10, TAMWORTH, NH 03886**

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

**COUNTY ANNEX - WATER VILLAGE RD., OSS�PEE, NH 03864**

**LIBRARIES THROUGHOUT CARROLL COUNTY**

### **HSE PREP DIPLOMA CLASSES**

**680 WHITE MOUNTAIN HIGHWAY, UNIT #10, TAMWORTH, NH 03886**

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

**OSS�PEE PUBLIC LIBRARY - 74 MAIN STREET, CENTER OSS�PEE, NH 03814**

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

**IN PERSON CA COURSES ARE A SEMESTER LONG WITH THE EXCEPTION OF HSE PREPARATION CLASSES. WORKSHOPS VARY AND ARE AVAILABLE TO EVERY CCAE/CA PARTICIPANT. ONLINE CLASSES ARE OFFERED THROUGH EDMENTUM AND ARE OPEN ENROLLMENT FOR TITLE II STUDENTS ONLY.**

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

## **Semester One Classes: September - December**

\*HSE Preparation Diploma Classes  
Northstar Digital Literacy  
Beginner/Intermediate English Second Language  
Advanced English Second Language  
AHLEI IET Hospitality Course  
STAR Reading  
WorkReadyNH  
Botvin LifeSkills  
Ham Radio License  
Cricut Maker Marketing  
New Futures Advocacy 101

### **Semester One Workshops:**

CPR/AED First Aid  
QPR Suicide Prevention Training

## **Semester Two Classes: January-May**

\*HSE Preparation Diploma Classes  
Northstar Digital Literacy  
Beginner/Intermediate English Second Language  
Advanced English Second Language  
AHLEI IET Hospitality Course  
STAR Reading  
WorkReadyNH  
Botvin LifeSkills  
Cricut Maker Marketing  
New Futures Advocacy 101  
Project Based Learning - Dual Enrolled Diploma  
The Ancient Honey Bee and Beekeeping

### **Semester Two Workshops:**

CPR/AED First Aid  
QPR Suicide Prevention Training

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

**COURSE OFFERINGS ARE BASED ON ENROLLMENT AND ARE SUBJECT TO CHANGE.**

# ADULT DIPLOMA CREDITS VS. HIGH SCHOOL CREDITS

REQUIREMENTS	ADULT DIPLOMA	HS DIPLOMA
<b>Arts Education</b>	<b>0.5</b> Credits	<b>0.5</b> Credits
<b>English</b>	<b>4.0</b> Credits	<b>4.0</b> Credits
<b>Health Education</b>	<b>0.5</b> Credits	<b>0.5</b> Credits
<b>Information &amp; Communications Technologies</b>	<b>0.5</b> Credits	<b>0.5</b> Credits
<b>Mathematics</b>	<b>3.0</b> Credits: Including Algebra I	<b>*3.0</b> Credits: Including: Algebra I 1.0 Credit & Geometry 1.0 Credit
<b>Physical Education</b>	<b>1.0</b> Credit	<b>1.0</b> Credit
<b>Science</b>	<b>2.0</b> Credits: Including at least 1.0 Credit of a general science and 1.0 Credit of a lab science	<b>3.0</b> Credits: Including Physical 1.0 Credit Biological 1.0 Credit and one additional course
<b>Social Studies</b>	<b>3.0</b> Credits: Including: 1.0 Credit of Civics/American Gov't/Economics with Citizenship Exam. 1 Credit World History and 1 Credit U.S. History	<b>3.5</b> Credits: Including American Gov't/Economics/Civics with Citizenship Exam 1.0 Credit, World History 1.0 Credit, U.S. History 1.0 Credit, Social Studies Elective 0.5 Credit
<b>Electives</b>	<b>5.5</b> Credits	<b>10</b> Credits
<b>TOTAL:</b>	<b>20 CREDITS</b>	<b>26 CREDITS</b>
<b>UPDATED 6/25/2024</b>		
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.	<b>NOTE</b> CA courses Do NOT add any weight to GPA	*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 in HS)

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

## **Carroll Academy's Application Process for Dual Enrolled Students**

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

**Step #2** - Your counselor will let you know when Carroll Academy is having its next registration/orientation if they feel Carroll Academy is a good fit.

**Step #3** -The counselor will then send your transcript and any 504/IEP paperwork to the Director.

**Step #4** - You and your parent/guardian will need to attend the registration/orientation, located at 680 White Mountain Highway, Unit #10 in Tamworth. This discussion will include Carroll Academy's 2 week trial period.

\*\*Please note, if a student wants to go to homeschool status and receive funding through the Education Freedom Account, go to this link for an eligibility check for the Education Freedom Account scholarship <https://nhefa.com/eligibility/>. If eligible, apply for EFA here to set up an EFA account

[https://csfnh.neonccm.com/familyLogin/index.php?action=app\\_new&\\_fwActionVerify=EPYQ3X0SXBBP3BL8UP1EM4TV58HNHG](https://csfnh.neonccm.com/familyLogin/index.php?action=app_new&_fwActionVerify=EPYQ3X0SXBBP3BL8UP1EM4TV58HNHG)

Please choose Carroll County Adult Education/ Carroll Academy for the school option. Carroll Academy's Director will supply an invoice for your CA registration fee.

For more information on EFA accounts please visit this website

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

### **2 Week Trial Period for HSE and HSE Credited Students**

If you are obtaining your HSE **OR** taking HSE exams for diploma credit you are to complete your first 2 assessments - the Locator and TABE 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 HSE. **If you fail to do so then you will be discharged from the program.**

### **2 Week Trial Period for Dual Enrolled Diploma Students**

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: All Carroll Academy courses allow for 2 unexcused absences per semester.\*

**Step #5** - Once the two week trial period is complete and the student has shown dedication to the program the school district will be invoiced (if not choosing EFA) and **a minimum of 4 hours of**



**study is to be completed by all students, weekly, until either all HSE pre-tests are completed or 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 #6** - If you have passed all pretests for your HSE exams and DO NOT have a state ID, you are to continue to attend class and study for exams until you obtain an ID. As soon as you obtain an ID, you can be scheduled for your final exams. If you have passed all pretests for your HSE exams and HAVE an ID AND are scheduled for the final exams, you do not have to attend classes. Although, if you fail any of the final HSE exams you are to come back to all scheduled classes until you pass that subject. **\*\*After passing all pretests you must schedule and take ALL HSE exams within 2 months. If you do not, then you are to return to all scheduled classes for studying\*\***

### ***Carroll Academy's Application Process for Title II Students***

**Step #1** - Visit [carrollcountyadulthoodeducation.com](http://carrollcountyadulthoodeducation.com) to register for classes or get more information about our programs. If you are interested in obtaining your diploma, you will need to send CCAE all of your highschool transcripts. That can be emailed to [csawyer@nhadulthood.org](mailto:csawyer@nhadulthood.org)

**Step #2** - You will be contacted by someone and an appointment will be made for you to come into the school to sign paperwork, if necessary, for classes.

**Step #3** - An educational plan will be put into place. If doing online classes, to stay enrolled, there is a minimum of one hour a week of work to be done.

#### **\*\*Important information\*\***

- 1) If obtaining your HiSET or GED you will need a valid, up to date, photo ID for final testing.
- 2) If obtaining a HiSET or GED and the student is prepared to take a final subtest, it needs to be taken within 3 months of being prepared for that subtest in order to stay enrolled into the program.

# CCAE PROGRAM FEES

For **ALL** dual enrolled students, including homeschooled students that want to obtain either their diploma or HSE, there is a yearly \$1,000 registration fee. For dual enrolled students enrolling from a school district, the fee is invoiced after the two week trial period and two weeks after class starts for returning students. For all newly enrolled homeschool students, the **registration fee of \$1,000 is due at orientation/registration by the parent/guardian of the student and for returning students on the first day of class**. This can not be refunded if the student either fails to attend classes or un-enrolls from Carroll Academy. **Note: This fee includes unlimited diploma classes, tutoring, all assessments and HSE pre-tests and final exams.**

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

No cost for Title II Adult Education and Literacy students.

Checks can be payable to Governor Wentworth Regional School District and sent 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 Carroll Academy as a reference.*

# CCAECARROLL ACADEMY ATTENDANCE POLICY

**Carroll County Adult Education (Title II only)** - If a student is not participating in classes or tutoring for 90 days or more they will be unenrolled from the program.

**Carroll Academy (Dual Enrolled only)** - a minimum of 4 hours of study is to be completed by all dual enrolled students, weekly, until either all HSE pre-tests are completed or 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\*\*\*\*\*

# CCAЕ/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 in June. This graduation ceremony will honor all HSE and diploma students. The graduation will be hosted by the Executive Director.

All names on paperwork, documents and school related legal paperwork must contain your legal name.

## 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/CA 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/CA 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.
  - c. Bullying of any sort, i.e. in-person or online
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 Executive 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?**

Schedule a meeting with a school counselor if enrolled in a district or contact [esawyer@nhadulthood.org](mailto:esawyer@nhadulthood.org) if you are a homeschool student.

### **I AM A HOMESCHOOLED STUDENT AND WANT TO OBTAIN EITHER MY DIPLOMA OR HSE WITH CARROLL ACADEMY, IS THERE A FEE ?**

Yes, there is a \$1,000 registration fee, paid only by check or cash, that is due at the time of registration/orientation. You can call 603-323-5100 for the registration schedule or visit our website to see when registration times and days are.

### **IS TRANSPORTATION PROVIDED?**

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

For dual enrolled students it is also an individualized plan. In some instances, district dual enrolled 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. Although, some IEP requirements can not be supported in Adult Education i.e. one-on-one tutoring.

**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 DUAL ENROLLED STUDENTS PARTICIPATE IN?**

Carroll Academy holds its own graduation ceremony in June. This ceremony includes all diploma and HSE 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 Academy and our High School Equivalency Programs**

## **What is the difference between an Adult High School Diploma and a High School Equivalency (HSE)?**

**HSE 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 an HSE faster. These exams 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 an HSE credential. This is simply because it will take you less time, in most cases.**

## **How long does it take to achieve an HSE versus a diploma?**

**It all depends on your skill level in all of the five subjects; Math, Science, Social Studies, Reading, and Writing. A HSE 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 High School Equivalency 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 in person at CCAE.**

**2) After determining what grade level you are, you will take the TABE (Testing Adult Basic Education) in person at CCAE. This also consists of Math and/or Reading and tells the teacher exactly what grade level you are at. Typically if the results are 10<sup>th</sup> 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 and ready to take the final subtests, your HSE teacher will register you into the HSE website for final testing and go over the process with you. For HiSET, pre-tests are not required for At-Home testing although If you are under 18 or over 18 pursuing the At-Home GED testing, then you have to pass all pre-tests. You will need to pass all pre-tests (Math, Reading, Writing, Social Studies and Science) in order to take final HSE subtests. Once all pre-testing is done your HSE teacher will register you into the HSE website for final testing and go over the process with you.**

## **Where do I take final HSE exams?**

**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 final HSE exams at home or at our Tamworth location.**

## **How much do the HSE exams cost?**

**Tutoring and all pre-tests are FREE for HiSET. The HiSET subtest is \$25/test times 5 (subjects) equaling \$125 total. At home HiSET testing is \$212.50 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). GED is \$36/exam for computer based and At home testing totaling \$144. For paper based, \$46/exam which totals \$184.**



**What can't I do if I get my HSE?**

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

**Will and should my HSE 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 an HSE?**

**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 with a mandatory Civics and Finance class.**

**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 if I want an HSE?**

**Only if you are under the age of eighteen, nineteen and up do not need to provide their high school 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 HSE or diploma program?**

**Crystal Sawyer at [csawyer@nhadulted.org](mailto:csawyer@nhadulted.org) or Leslie Cifra at [lcifra@nhadulted.org](mailto:lcifra@nhadulted.org)**

**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, Unit #10, Tamworth, NH 03886. You can also email Crystal Sawyer at [csawyer@nhadulted.org](mailto:csawyer@nhadulted.org) to schedule an appointment.**

**Do you provide any other services after I complete my HSE 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** \_\_\_\_\_