



ADP HANDBOOK

2025 – 2026

Mission Statement

At Keene Community Education we empower adult students to reach their academic best, to meet their vocational goals, to be active members of their communities, and through life-long learning and civic engagement, enrich their own lives and the lives of others.

Core Beliefs

We believe in...

- creating a safe, welcoming, and diverse community of adult learners
- life-long learning for all
- supporting the whole student
- personalized learning with flexible means to access knowledge
- supporting one another and our students
- celebrating our successes
- civic engagement
- active partnerships with our greater community for the enrichment of all

Staff

Heather Jasmin.....Director
Amy Anger.....Administrative Assistant
Lindy Paris.....Program Assistant
Naomi Drury.....Counselor
Barbara Kaufmann.....History, Civics, and Economics Instructor
Maria Dintino.....English and Social Studies Instructor
Laura Ritinski-MackMath and Science Instructor
Terry Smith.....Security

WHAT is the ADP?

The ADP is the Adult Diploma Program that offers classes and credits to attain a 20-credit diploma through the Keene School District. Classes are held at night at the Cheshire Career Center at Keene High School or at Keene Community Education. The Program is run by Keene Community Education (KCE) through a grant from the Adult Education Bureau of the State of New Hampshire Department of Education.

PROGRAM ELIGIBILITY and ENROLLMENT TYPES

The ADP is funded primarily for students over the age of 18 who have no other resources or opportunities available to attain a diploma. Eligible students live or work in New Hampshire. These students are also called Title II students. Students under 18, who are required by state law to be attending a high school, may be eligible for the Adult Diploma Program in consultation with their high school counselor/Guidance Department. The ADP becomes part of an alternative plan by designation by the high school. High school students are considered 'dual-enrolled' meaning they are enrolled at both the high school (by state law) and enrolled in the ADP.

Enrollment types:

- 1. Night Student/Option 1 - A 16/17 year old student pursuing the Keene Community Education Adult Diploma through evening classes only, but still considered enrolled in their home high school (Most home schools pay the tuition for these students. If not, families pay tuition).**
- 2. Dual Enrolled/Option 2 - a 16 to 18 year old student never withdrawn from high school, pursuing the Keene Community Education Adult Diploma diploma through daytime high school classes and Community Education evening classes (Most home schools pay the tuition for these students. If not, families pay tuition).**
- 3. Home Schooled Student/Option 3 - a home schooled student aged 16 or 17, not affiliated with a public high school (tuition fee).**

4. Adult//Title II Student/ADP - A student 18 years or older taking classes to earn an Adult Diploma (no charge).
5. In-school Youth - Still enrolled in high school and taking an additional class for credit to transfer back to the high school with the goal to accelerate graduation date. Intends to graduate from their home school, and takes no more than 2 classes (tuition fee).

THE DIPLOMA and CREDIT REQUIREMENTS

Students in the Adult Diploma Program, whether Title II or dual-enrolled, are earning a Keene School District (20 credit) diploma, not a Keene High School diploma. This diploma is distinct from the Keene High School diploma but equally accepted and fully recognized by colleges, military programs, and employers.

20 credits are required, broken down by:

- 4 English
- 2 math
- 2 science
- 1 US history
- 1 social studies
- .5 civics
- .5 economics
- .5 computer literacy
- 8.5 credits in elective classes
- Non-credit bearing civics exam (see section below)

Note: As state requirements governing education are updated, the credits needed for a high school diploma may change.

CIVICS EXAM

As of July 1, 2023, all graduation candidates must additionally pass the 128-question Naturalization Exam with a score of 70% or better as part of the diploma requirements. This is a non-credit bearing exam. All ADP students take the exam through Keene Community Education (and not their local high school unless taken and passed prior to enrollment in the ADP.)

ENROLLMENT PROCESS

Anyone who is 18 or older and not enrolled in a high school can contact KCE to schedule an intake appointment. It is helpful to have official transcripts in order to determine credits completed and credits needed. KCE will request transcripts, and in some cases, the prospective student may need to fill out a release of records form for the previous school. Unofficial transcripts are not accepted for program enrollment purposes.

Students under 18 must contact their high school counselor and review diploma alternatives available at the high school before being referred to the ADP. If the ADP is the chosen path to a diploma, the student, family and counselor complete the “Intent to Graduate” form; the counselor sends this to Keene Community Education signifying the high school’s approval for the ADP.

Students under 18 must attend an ADP intake or orientation session with a parent or guardian to be considered eligible for the ADP.

Keene Community Education reserves the right to accept a student’s enrollment based on past school records for discipline and academic history. Keene Community Education must determine whether the ADP can serve the needs of the student given its small staff and limited resources.

COURSES and EARNING CREDITS

The ADP offers classes in English, math, science, and social studies.

Keene Community Education offers a testing opt-out through the Northstar Digital Program for the half credit computer literacy diploma requirement. Students are given the materials and websites for study and must schedule an appointment with the Keene Community Education Director to take the test.

Keene Community Education will accept credits from other recognized high schools and programs; the ADP generally accepts any credits Keene High School accepts. Once a student is enrolled in the ADP, however, all credits

outside the ADP course catalog must have the pre-approval of the Keene Community Education Director.

Alternative Learning Credits: Credits for work experience, volunteering, military service, internships, ELO's, homemaking, etc. may be given providing that there is an assessment or portfolio or similar documentation of the experience. Any alternative credits previous to enrolling in the ADP are subject to the approval of the Keene Community Education Director, and once enrolled, must be pre-approved by the Director, if a student desires to pursue additional credits of this type.

CALENDAR INFORMATION

The ADP follows the SAU 29 school calendar with the same vacation weeks and holidays. There are classes for the fall semester and the spring semester. Classes run for 15 weeks within each SAU 29 semester and are held at the Cheshire Career Center at Keene High School or at Keene Community Education on Monday, Tuesday, and Thursday nights. Each class meets one night per week. A summer semester of seven weeks is also offered.

INCLEMENT WEATHER

The ADP follows the policies of SAU 29 with regard to decisions on inclement weather days. If SAU 29 is closed, then ADP follows suit. Some instructors may choose to offer class remotely if weather requires a class be cancelled.

FEES

For the 2025-2026 school year, adult/Title II students pay no fees for classes. Local high schools currently pay \$260 per class for both Night Student/Option 1 and for Dual Enrolled/Option 2 students but not for In-School Youth. The fee for In-School Youth or home school students is \$215 for a class (with a limit of ONE total class.) Some local high schools have different policies; students should check with their high school counselor about their home high school policy.

Refunds: After attending 3 sessions for a class, refunds are no longer given to In-School Youth students. For district billing, refunds are given on a pro-rated basis.

GRADUATION

Keene Community Education holds a traditional graduation ceremony in late May each year, with caps & gowns, speakers and awards. There are also light refreshments after the ceremony. Students are also asked to attend a rehearsal a few days before graduation to practice for the ceremony. Students who do not attend the ceremony may receive their diploma after graduation at the KCE office. Dual enrolled students from Keene High School may participate in both the ADP ceremony and the Keene High School graduation in June but must arrange the high school participation through their counselor at Keene High. **Note:** If a dual-enrolled student is taking any high school class as part of the 20 credits, these credits must be completed before the ADP diploma is awarded.

EXPECTATIONS for STUDENTS

Students are expected to follow the guidelines and policies of the Keene School' District, Keene High School, and the ADP program. Particular importance is given to behavior, attendance, completion of work, and students' acceptance of responsibility for their own learning, including communication with the ADP staff about assignments and tests.

Behavior

Appropriate behavior is expected at all times for all students in the ADP, and they are expected to be alert and engaged during class time. Students are to be respectful of the teachers, staff, and other students. It is important that learning time is not interrupted or lost.

Cell phones must be turned off or on mute, with no texting or phone calls during class. Teachers may dismiss a student from class if the cell phone use policy is not followed. It is also at the discretion of the teacher to mark a student absent if behavioral expectations are not met during the class session.

All students have the right to learn in a quiet, courteous, and respectful environment. Profanity will not be tolerated, nor remarks of a sexual, insulting, racist, sexist, slanderous, or vulgar nature. Students are not to share inappropriate stories from personal life, such as stories about sex, drugs, parties, or illegal activities. Teachers may dismiss students from class for inappropriate language.

The Keene Community Education Director may dismiss the student from the program entirely for failure to follow KCE standards.

The following misbehaviors will also be grounds for dismissal from the program.

Drug or Alcohol Use

“The use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcohol, narcotics, unauthorized inhalants, controlled substances, or illegal drugs is prohibited...as is the use, sale, transfer or possession of drug-related paraphernalia.”

- Keene School District Policy JICH
- State Law: RSA 318-C, Controlled Drug Act
- Federal Law: 21 U.S.C. 812(c), Controlled Substances Act

Tobacco or Vape Products or E-Cigarettes

“No person shall use any tobacco product in any facility maintained by the Keene School District, playing fields, nor on any of the grounds of the District.”

- Keene School District Policy ADC
- State Law: RSA 126 –K:6, Possession and Use of Tobacco Products by Minors
- State Law RSA 126 K:7, Use of Tobacco Products on Public Educational Grounds Prohibited

The Keene Community Education Director will report to local law enforcement and the Keene superintendent as necessary, and reserves the right to dismiss a student based on reasonable grounds.

Use of Technology

Along with not using cellphones in class, students are expected to follow the district's acceptable use policy for technology. This policy includes, but is not limited to, the following restrictions: prohibits students from using recording devices unless the teacher has approved such use; downloading or accessing inappropriate online materials; using devices to play games, stream music or videos; trespassing into another student's folders, work, or files; damaging technology; plagiarizing or violating copyright law; engaging in cyber bullying; tampering with teacher-created settings or teacher equipment. All technology is to be used in an ethical and legal manner.

ATTENDANCE

Student attendance for every class is essential, and absences should only be for emergencies or illness. Each one-credit class meets 15 times in one semester. Students are expected to attend all 15 classes, totaling 45 instructional hours. Absence notes are not required, but the student is expected to communicate with the teacher about any absences. Two classes may be missed but more than two will result in the student being withdrawn from the class. Note: Summer classes allow only one absence.

Tardiness

Teachers will track tardiness, and the KCE office will track accumulated minutes late. Late returns from break and early departures will be similarly tracked. 45 minutes late or out of class = one absence.

Academic Honesty and Completion of Work

Academic Honesty is expected of all students. Students will not claim another person's words, ideas, or information as their own and will not cheat, or plagiarize their work, or provide unauthorized assistance to another student for any class assignments or test. The use of artificial intelligence (AI) software to

do classwork is not allowed. Any instance of plagiarism may result in a student being dismissed from a class and receiving an “F” grade and zero credit.

Note: Students have a 2-week deadline, from the date of an absence, to submit missing assignments. In keeping with Adult Education practices, it is up to the student to communicate with the teacher about missing work. Any extensions beyond two weeks, or beyond the end of classes, must be approved by the Keene Community Education Director.

Responsibilities

In accordance with Community Education’s adult education status and philosophy, students in the ADP are treated as adults and are entirely responsible for their own learning. They are expected to abide by the policies of the program, participate in class, complete their work, respond to communication from teachers and the KCE office, and seek clarification if unsure of any program information or class details and assignments. Communication with teachers includes information about missing assignments, grade status, and other important class issues.

Note: The KCE office seeks to communicate first with students, although staff will communicate with parents of students under the age of 18 if requested. Parents of students under the age of 18 are copied on official attendance or behavior emails from the KCE office as well as progress reports and report card notices.

FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." Once a student turns 18, a release of information form should be on file to include parents in all communications.

CAREER and COUNSELING SERVICES

The ADP has a part-time counselor who provides students with career and counseling services. These services are focused on student success in making a career plan, applying to college, creating a resume, and/or eliminating barriers to success. The counselor visits ADP classrooms at the beginning of the semester to explain these services and to share contact information. The counselor also arranges classroom presentations from local groups and agencies that may be of interest and benefit to the ADP students.

USE of KHS CLASSROOMS

Students may bring a bottled beverage with a cap or a hot drink with a cover into a classroom. No food or drink is allowed in computer labs, or when using a computer in the classroom.

When taking classes at KHS, students are asked to park in the main parking lot, or if this is full, to park in the adjacent Keene High School parking lots. Students should not park in spaces restricted for handicapped license plates, drop off/pickup, fire lanes, or other posted spaces. Students should use Entrance A4 to enter the Cheshire Career Center for classes. The ADP has a security officer on site every night to provide assistance and guidance to students, staff, and visitors.

COMPETENCY-BASED LEARNING

Competency-based classes: Keene Community Education follows a competency-based model. Students must demonstrate skills and content knowledge to a level deemed competent to pass a class. Classes may include face-to-face instruction, distance learning, and other interactive activities, and also time to do the work that demonstrates competency. Competencies must be met to pass, and attendance at all classes is expected.

GRADING SCALE

The ADP uses the same grading scale as Keene High School.

Scale

A+(98-100)	A (95-97)	A- (92-94)
B+(89-91)	B (86-88)	B- (83-85)
C+(80-82)	C (77-79)	C- (74-76)
D+(71-73)	D (68-70)	D- (65-67)
F (below 65)		

PROGRESS REPORTS and REPORT CARDS

Progress Reports are issued halfway through the semester. Report Cards are issued at the end of the semester. These reports are also sent to parents of students under 18, although teachers communicate directly with all students, in keeping with the philosophy of the program that the ADP is an Adult Education enterprise.

504 and IEP PLANS

The ADP does not have special education staff, so any dual-enrolled student with a 504 or IEP Plan is encouraged to choose “Dual Enrolled/Option 2” for enrollment in order to continue to receive the complete services included in the 504 or IEP Plan. Upon request, Keene High School can share 504/IEP information with the KCE staff. Teachers are expected to follow the accommodations and modifications listed. Adult students who had an IEP/504 during high school are encouraged to communicate with the KCE Director about any particular learning needs.

HANDBOOK DISCLAIMER

Policies not shown in this handbook are contained in the Keene High School Student/Parent Handbook and the Keene School District Policy Manual.

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Adult DIPLOMA PROGRAM STUDENT AGREEMENT

**I agree to abide by the policies and rules of conduct
as outlined by Keene Community Education.**

**I agree to abide by the acceptable use policy of the
Keene School District for all technology devices and assignments.**

Student Name: _____
(PRINT clearly please)

Student Signature: _____

Date: _____