



ADP at a Glance

Enrollment

Enrollment is open to students 16 and older. Students under 18 years old begin the process by speaking to the high school counselor in order to get approval for the ADP. Students have 2 options: regular high school classes during the day and ADP evening classes **OR** ADP evening classes only. Students 18 or older who are no longer in high school enroll independently. All students must attend an intake interview as part of the application process and complete paperwork required by the state of New Hampshire.

Credit Requirements

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 elective classes

Note: As of July 1, 2023, all diploma candidates must pass a local civics exam and also pass, with at least a 70% grade, the 128-question civics naturalization exam which was developed by the 2020 United States Citizen and Immigration Services (USCIS.)

Diploma/Graduation

ADP grants a fully-recognized high school diploma under the authority of the Keene School District. It is distinct from the Keene High School diploma but equally accepted. A graduation ceremony is held each May to award diplomas.

Calendar

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 on Monday, Tuesday, and Thursday nights. Each class meets one night per week.



Summer: classes may also be offered during the summer.

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Staffing

There are three ADP instructors, one career counselor, a security guard, 2 office staffers, and a director. Local high schools offer additional resources and support. The ADP counselor gathers information from each student about career goals and is available to meet with students to discuss post-secondary educational and employment plans and opportunities.

Expectations for Students

ADP students are expected to follow the guidelines and policies of the Keene School District, Keene High School, and ADP program. Students receive a handbook and acknowledgement form at the start of the semester. Particular importance is given to attendance, completion of work, and students' acceptance of responsibility for their own learning. Violation of certain behavioral policies may result in a student being withdrawn. 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 cell phone use policies are not followed. Attendance: student attendance for every class is crucial to success, and absences should only be for emergencies or illness. Two classes may be missed but more than two will result in the student being dropped from the class. Summer courses are necessarily shorter, and only one absence is allowed. Please note that ADP teachers have the discretion to mark a student absent who is inattentive, disengaged, or disruptive during class.

Costs

Course fees for dual-enrolled students (enrolled in a home high school and ADP) are normally paid by the high school unless there is a different arrangement with the high school. Students should check with their high school counselor.

There is no course fee for students over 18 who are also withdrawn from high school.

Handbook



Students receive a handbook at the start of the semester and are asked to sign an acknowledgement form agreeing to adhere to ADP policies and procedures.