

www.doveradulthoodlearning.org

DOVER ADULT LEARNING CENTER STUDENT HANDBOOK

2023-2024

Adopted by the Dover School Board June 12, 2023

DOVER LOCATION

McConnell Community Center
61 Locust Street
Dover, NH 03820
(603) 742-1030 Fax 743-4262
dalc@doveradulthoodlearning.org

ROCHESTER LOCATION

150 Wakefield Street
Suite 267
Rochester, NH 03867
(603) 335-6200
dalc@doveradulthoodlearning.org

Nondiscrimination

The Dover Adult Learning Center of Strafford County is an affirmative action, equal opportunity agency that does not discriminate in its education programs or policies, activities, scholarship and loan programs, or employment practices on the basis of race, color, national and ethnic origin, marital or veteran status, age, sex, non-job related medical condition or handicap, sexual orientation, or any other legally-protected status.

All policies herein are subject to change, and changes may be made after this publication and may not be reflected in printed handbooks. Every effort has been made to reflect current laws.

Contents

DOVER SCHOOL DEPARTMENT	5
ADULT HIGH SCHOOL DIPLOMA PROGRAM	7
How the Diploma Program Works:	7
Classes for High School Graduates	7
Classes for In-School Students	7
Who is Eligible to Enroll?	7
How to Enroll	8
The Adult Diploma Counselor	8
Tuition Charges	8
Class Hours	8
Attendance Requirements	8
Office Hours	9
Grading System	9
Certificates	9
Graduation Requirements	10
Alternative Credit Options:	10
Appealing Decisions	10
Records	10
ACADEMIC SKILLS: ADULT BASIC EDUCATION & ENGLISH FOR SPEAKERS OF OTHER LANGUAGES	11
Goals	11
Academic Classes (ABE)	11
English for Speakers of other Languages (ESL)	11
New Students	11
Class Materials	11
Class Schedules:	11
Attendance	12
HIGH SCHOOL EQUIVALENCY TESTING PROGRAM (HSE)	12
Who can take an HSE test?	12
How do people register to take the official test?	12
What is the HISET?	12
ADULT POST-SECONDARY TRANSITIONS	14
CHILD CARE	14
GRADUATION	15
TRANSCRIPTS	15
SCHOLARSHIPS	15
TUTORING HELP	15
WRITING	15
COMPUTER LAB	15
Computer Lab Hours	15
Computer and Internet Use Policy and Guidelines	16
STUDENT CONDUCT/EXPECTATIONS	16
FERPA	16
DISABILITIES	17
GRIEVANCE POLICY	17
STORM CANCELLATIONS	17
BUS TICKETS	17
PARKING	17
HEALTH INFORMATION	18
NO SMOKING LAW	18
STUDENT SAFETY	18
SECURITY	18
COMPUTER AND INTERNET USE POLICY AND GUIDELINES	21
INTERNET AND COMPUTER REGISTRATION FORM	23

VISION

All community members reach their full personal, educational and career potential. They find opportunity, gain self-confidence and move toward economic self-sufficiency.

MISSION STATEMENT

Dover Adult Learning Center of Strafford County helps all adults who seek to learn enhance their skills and improve their lives through education, job preparation, high school completion, and enrichment classes. We help our students become more effective lifelong learners, family members, workers, and citizens.

STATEMENT OF PHILOSOPHY

The following principles guide the Learning Center board of directors and staff in all programs:

1. We treat participants with respect; we value their opinions and take their personal goals, experiences, and needs into account.
2. We individualize instruction, as required, building on participants' strengths and prior learning, as well as helping them remediate their educational weaknesses.
3. We remove barriers to participation by providing an accepting atmosphere and by offering, whenever possible, a variety of learning options, flexible schedules, free or affordable classes, and support services such as child care.
4. We seek the development of each participant to his or her fullest potential, designing educational experiences to maximize each person's independence and to empower people to carry out their personal, family, and political responsibilities and to become as economically independent as possible.
5. We emphasize opportunities for least educated adults, providing general educational services for the community when such services do not interfere with our primary emphasis.

Dover Adult Learning Center Board of Directors 2023-2024

Shawn Mahoney, *President*

Jenna Anand, *Vice President*

Laura Baxter, *Secretary*

Kim McLaughlin, Treasurer

Anna Boudreau

Mark Brave

Barbara Cotta

Rollins L. Janetos

Tereza Leite

Dennis Munson

Don Nary

Bob Renshaw

Rosemary Zurawel

DOVER SCHOOL DEPARTMENT

The Dover School Department acts as a fiscal agent for the Dover Adult Learning Center. The Dover School Department is the employer of all DALC personnel, and staff members are responsible to the Superintendent of Schools and the Dover School Board, as well as The Dover Adult Learning Center's Board of Directors. Dover Adult Learning Center administers all grants made to the District by the Bureau of Adult Education.

Dover School Board 2023-2024 (school board terms end 12/31/23)

Carolyn Mebert, Chairperson
Jessica Rozzo, Vice Chair
Kathleen Morrison, Secretary at Large
Michelle Muffett-Lipinski, Council Liaison
Maggie Fogarty
Robin Trefethen
Micaela Demeter
Michelle Clancy
Jack Gosselin, Student Liaison

Dr. William Harbron, Superintendent of Schools

Tammy Badger, Assistant to the Superintendent
McConnell Center, Suite 401, 61 Locust Street, Dover, NH
Telephone: 603-516-6804

Dr. Christine Boston
Assistant Superintendent
603-516-6722

Abby Small
Director of Student Services
603-516-1309

Michael Limanni
Business Administrator
603-516-6482

Kristen Rup
Accounting Specialist
603-516-6253

Kim Hamel
Payroll/Benefits Clerk
603-516-6812

Evonne Kill-Kish
Business Services Assistant
603-516-6810

DOVER ADULT LEARNING CENTER STAFF

Deanna Strand, Executive Director
Donna Ciereszynski, Office Manager
Angela Newbury, Bookkeeper
TBD, Technology Integrator
Sharon Sevland, Technology Specialist
Judi Currie, Marketing

Pam Shaw, Counselor & Student Services Coordinator /Dover
Tracey Donaldson, Counselor & Outreach Coordinator/Rochester
Cynthia St. Germain, Counselor Aide/HSE Coordinator/Rochester
Bridget Barker, Volunteer and Tutorial Coordinator
Lien Harris, ESL & Alternative Credit Option Coordinator/Dover
Jacky LeHoullier, Alternative Credit Option Coordinator/Rochester
Brie Thomas, Childcare Coordinator
Susan Hardy, Childcare Assistant

Teachers:

Jill Hampton McCarthy
Kim Hanson
Lien Harris
Minnett Induisi
Betsy Kimball
Joyce Malley
Mark McLaughlin
Maureen Murtagh
Liliana O'Connell
Prentiss Phillips
Lisa Roy
Sandra Straus
Barbee Sullivan Harrington
David Tong
Barbara Visciano
Donna Vittands
Taryn Ward

PROGRAMS AT THE DOVER ADULT LEARNING CENTER

ADULT HIGH SCHOOL DIPLOMA PROGRAM

Dover Adult High School (DALC) offers classes for high school credit. Adults who left high school before graduation can take the courses they need to earn a high school diploma, not an equivalency certificate.

The adult diploma program operates under the "Revised Regulations for an Adult High School Program" (http://www.gencourt.state.nh.us/rules/state_agencies/ed700.html) of the NH State Department of Education. Credit requirements are similar to those for regular high school students; however, the adult program differs in its requirements and the options available for earning credits. Adult diploma candidates may also receive a limited number of elective credits for work experience, home-management experience, military service, community service, career exploration, or successfully passing a high school exam for an elective course.

Most classes meet after day school or in the evening. There is a tuition charged for most classes.

Revisions approved by Dover School Board May 9, 2016

How the Diploma Program Works:

- The first step is an assessment of your high school credits.
- A counselor will look at your high school transcript to see how many credits you earned in high school.
- Then you can make a plan to earn the remaining credits you need to graduate.
- When you have completed requirements, your adult high school diploma will be granted by the Dover or Rochester School Board at June graduation.

Classes for High School Graduates

- Some adults who are high school graduates also take diploma classes as refresher courses
- Others take diploma classes to meet college entry requirements, such as algebra and chemistry.

Classes for In-School Students

- In-school students may take classes to earn credits toward their local high school's diploma or to earn a Dover Adult High School diploma under an alternative learning plan developed with their school counselor.

Who is Eligible to Enroll?

- People 18 years and older who are not presently enrolled in high
- In-school youth who have the permission of their schools
- Any interested people aged 16 and older may take courses offered in the adult diploma program for personal enrichment or completion of high school credit.

High school level classes ordinarily require eighth grade reading level or above. Potential students may be referred to free Adult Basic Education classes to improve skills before beginning high school classes.

How to Enroll

The first step is to meet with an adult diploma counselor (see details below). You may do this at any time during the school year. Call 742-1030 to make an appointment. Your consultation with the counselor is free.

If you have attended high school, no matter how long ago, the credits you earned then will apply to the adult diploma program; therefore, you need to have a copy of your high school transcript (official school record). If you do not have a copy, call or write the last high school you attended and request one. You should have your transcript at the time you meet with the adult diploma counselor. The counselor will review your earned credits, discuss options for earning credits, and create a plan with you for fulfilling all remaining requirements.

In order to be granted a Dover Adult High School diploma, a student must be enrolled in the Adult High School Diploma Program for at least one semester, successfully complete one class, and earn at least one credit.

The Adult Diploma Counselor

The adult diploma counselor is available to plan your class schedule throughout your time in the adult diploma program and afterward. The counselor can work with you on:

- how to study.
- how to work on any problems that affect your schoolwork and where to get assistance with personal or family concerns.
- how to prepare for a job change or for further schooling after you graduate.

Please call 603-742-1030 during posted business hours to set up an appointment with the counselor.

Tuition Charges

There is a tuition charge for adult high school courses. Rates are reduced for enrolled adult diploma students because federal and state funding subsidizes the adult diploma program. Students enrolled in Dover High School receive a tuition waiver for adult high school classes. If you find the cost prohibitive, you may apply for scholarship assistance.

Class Hours

A one-credit class generally meets for a total of 45 hours; a half-credit class generally meets for 22.5 hours. The schedule for a one credit class may include two class meetings a week for 2½ hours a night for a period of nine weeks (eighteen sessions total), or one meeting a week for 3 hours for a period of 15 weeks; some classes meet late afternoons. Half-credit classes typically meet once a week for 2.5 hours a night for a period of 9 weeks. Some scholarships are available; the counselor can tell you how to apply if necessary.

Classes cancelled by the adult learning center are made up by adding a day to the end of the schedule (unless other arrangements are agreed to between the instructor and the class). Remote, asynchronous assignments may substitute for class time.

Attendance Requirements

Adult high school classes follow a college model of 45 hours per one credit class, significantly fewer than required in a traditional high school program; **therefore, attendance at every class meeting is mandatory.** Students should expect to spend at least one hour of home study for every hour spent in class.

While attendance is mandatory, it is understood that illness and emergencies may arise. Excused absence may be allowed in extreme circumstances. Examples of excused absences include death of a family member or serious personal illness or injury. An unexcused absence may result in immediate dismissal from the course.

Class attendance and participation are important in all adult high school classes; attendance and participation will constitute a percentage of the final grade for each student. Many classroom activities, including skills practice, laboratory work, group discussion, and possibly tests and quizzes, cannot be made up; any absence from class, including late arrivals and any excused absence, will result in a lower grade and possibly failure.

A student who is absent must assume all responsibility for finding out about and completing missed work. Teachers are not expected to accept any makeup work that is turned in more than one week after the student's absence.

Individual teachers may have additional expectations for attendance and participation.

In cases where there is a clear, documented medical reason for a prolonged absence, such as hospitalization, the student may apply to the Board of Directors for a tuition refund.

Revisions approved by Dover School Board May 9, 2016

Office Hours

DALC's evening secretary is generally at the McConnell Center on the evenings when classes are held. Contact the DALC main office at 603-742-1030 during posted business hours for immediate assistance. A DALC staff person will be present at the first meeting of a class held off site.

Grading System

The Dover Adult Diploma Program uses the same grading system as Dover High School. Numerical equivalencies grades are reported as:

A+ 98-100	B+ 87-89	C+ 77-79	D+ 67-69	F 59 and below
A 93-97	B 83-86	C 73-76	D 63-66	
A- 90-92	B- 80-82	C- 70-72	D- 60-62	

Regular courses: A= 4.0 B= 3.0 C = 2.0 D =1.0 F = 0

Progress reports will be distributed at least once at mid-term and additionally throughout the term as needed.

Certificates

In addition to a grade report, people who have satisfactory attendance and performance in class may receive a certificate, upon request, stating that they have completed the class and giving the number of class hours. Even if you are not taking your class for credit, you may want to have a certificate for your own records or for an employer.

Graduation Requirements

For all students completing diplomas after June 20, 2006

Courses	Credits
English	4
Math	2
Biology	1
Physical Science	1
Computer Literacy	.50
Art	.50
Social Studies	3
Courses must include these subgroups:	
U.S. History	1.0
Civics	.50
Economics	.50
World Cultures & Geography	.50
Social Studies Elective	.50
Electives	8
Total	20

A student must be enrolled in the Dover Adult High School Diploma Program for at least one semester, successfully complete at least one course therein, and be awarded at least one credit from Dover AHS to be eligible to receive a Dover Adult High School Diploma.

Alternative Credit Options:

Alternative credit options fall into the following categories:

- Credit for prior learning (military, home management, work experience, apprenticeship)
- Distance Learning (online high school, Plato, correspondence class)
- Community and work-based learning (Extended Learning Opportunity (ELO), career exploration, community service/volunteer work)
- Demonstration of competence (test out, HiSET subject test, Plato competency test, Northstar digital literacy test)
- Courses taken at other schools and programs (adult community enrichment, community college, business/trade school, adult academic skills).

Revisions approved by Dover School Board May 14, 2018

Appealing Decisions

Decisions about granting alternative credit will be made by the director. If you disagree with a decision made by the director concerning class credits or any other aspect of the Adult Diploma Program, you have the right to appeal to the Dover Superintendent of Schools, 61 Locust St., Dover, NH, telephone 516-6800.

Revisions approved by Dover School Board May 8, 2017

Records

The adult high school counselor will keep a cumulative record for each enrolled adult high school student. You are responsible for completing requirements and for carrying out the plans you make in your meetings with the counselor. Please call the counselor if you need assistance or have questions.

At the beginning of your final term, request a meeting with the counselor to be sure you are meeting all requirements for graduation.

ACADEMIC SKILLS: ADULT BASIC EDUCATION & ENGLISH FOR SPEAKERS OF OTHER LANGUAGES

Goals

Dover Adult Learning Center of Strafford County emphasizes education for life and for success in your roles as a family member, worker, and citizen. Your instructor will ask you to set personal learning goals and to review your progress each month.

Academic Classes (ABE)

Academic classes are for people who seek to improve basic skills in reading, writing, and math, or to complete a high school equivalency. Students gain the skills they need to be successful as parents, wage earners, and citizens. Adults over 18 who have earned a high school diploma or equivalency may be eligible to take ABE classes to build skills necessary for a training program, college entrance, or employment. Programs are offered at no charge to eligible participants. A placement test is required to determine eligibility.

Who is Eligible to Enroll?

In New Hampshire, a person who is 18 or older and who has not completed high school is eligible. People 16 and 17 years old may register only with authorization from the school district where the student is enrolled. Adults over 18 who have earned a high school diploma or equivalency may be eligible to take ABE classes to build skills necessary for a training program, college entrance, or employment.

English for Speakers of other Languages (ESL)

ESL courses offer students whose first language is not English, who are 18 years or older, and who are not enrolled in high school the opportunity to learn English, as well as to understand American customs or prepare for the US Citizenship Test. Cross-cultural communication, cooperative learning, and the development of self-confidence are important components of our programs. Programs are offered at no charge to eligible participants. A placement test is required to determine eligibility.

New Students

New students may join throughout the year. Call the DALC main office at 603-742-1030 to make an appointment with the counselor to register for classes.

Class Materials

Class materials are provided free of charge.

Class Schedules:

Not all classes and services are offered at all locations or times. Times and dates subject to change.

Academic Classes

Dover: McConnell Community Center, 61 Locust Street
Mornings Tuesday/Thursday
Rochester: 150 Wakefield Street
Mornings Monday/Wednesday
Evenings Monday/Wednesday

ESL Classes

Dover: McConnell Community Center, 61 Locust Street
Mornings Tuesday/Thursday
Evenings Tuesday/Thursday

The counselor will provide you with your specific class schedule and a school year calendar.

Attendance

Good attendance is vital. Your learning depends on the time and effort you put in. Please call the DALC office (742-1030) if you must miss class. Leave your name and phone number and let the office staff know if you have a child in childcare if you'll be absent. If there is anything we can do to help, ask to speak to the counselor. Unexcused absences of more than two days in a row may jeopardize your enrollment status.

If you cannot come regularly at this time, we may ask you to reapply when you can make a commitment to regular attendance.

Be sure to get take-home materials if you would like to work on your own while you are away. You may also work remotely on various online learning platforms. Loaner laptops may be available.

HIGH SCHOOL EQUIVALENCY TESTING PROGRAM (HSE)

The High School Equivalency Testing Program (HSE) gives adults and out-of-school youth an opportunity to demonstrate their academic skills and to earn the New Hampshire High School Equivalency. Students may prepare to take the HiSET or GED® exam at DALC through exercises, practice tests, and academic classes (see above).

Who can take an HSE test?

In New Hampshire, a person who is 18 or older and who has not completed high school can take the test. People 16 and 17 years old may register to take the test only with authorization from the school district where the student is enrolled.

How do people register to take the official test?

1. Present a government-issued, photo ID card as proof of age and identity at the time of testing.
2. Submit proof of having passed pre-tests, official practice tests if under 18.
3. Documented school district approval if under 18.
4. Complete HiSET or GED® registration online.
5. Schedule online at hiset.ets.org or ged.org
6. Pay the test fee online with a credit card or with a voucher purchased from the testing company. Scholarships are available for students over the age of 18 who need them.

What is the HiSET?

The test includes five sections:

1. Language Arts, Writing (multiple choice, usage questions, and an essay): 2 hours
2. Social Studies (multiple choice questions on passages about history, sociology, economics, etc.; may include maps, charts, and editorial cartoons): 1 hour 10 minutes
3. Science (multiple choice questions about passages on biology, general science, physics, etc.; often includes diagrams and directions): 1 hour 20 minutes
4. Language Arts, Reading (multiple choice interpretive questions on poems, passages from

stories; may include cartoons, bits of dialogue, etc.): 1 hour 5 minutes

5. Math (multiple choice questions in word-problem format: includes arithmetic, beginning algebra and geometry; formulas provided; a calculator may be used): 1 hour 30 minutes

How is the HiSET scored?

HiSET results are reported as standard scores. A perfect score for each test is 20; a perfect combined score is 100. In order to pass the HiSET and obtain a New Hampshire HiSET certificate, all three of the following criteria must be met:

1. Minimum of 8 to pass any one test. Any test under 8 must be retaken.
2. Average score of 9 or better.
3. Total combined score of 45 or higher.

What is the GED®?

The GED® test includes four sections:

1. Mathematical Reasoning- basic math, geometry, basic algebra, graphs and functions; 115 minutes; multiple choice and other question types (drag and drop, fill-in-the-blank, select an area, and drop down); formulas provided; two parts, a calculator may be used for one part; 3-minute break.
2. Reasoning Through Language Arts- reading for meaning, identifying and creating arguments, grammar and language; 150 minutes; 3 sections, 1 written essay (extended response), multiple choice and other question types (drag and drop, select an area, and drop down); 10-minute break.
3. Social Studies- reading for meaning in social studies, analyzing historical events and arguments in social studies, using numbers and graphs in social studies; 70 minutes; multiple choice and other question types (drag and drop, fill in the blank, select an area, and drop down); access to calculator; no break.
4. Science- reading for meaning in science, designing and interpreting science experiments, using numbers and graphics in science; 90 minutes; multiple choice and other question types (fill in the blank, drag and drop, select an area, and drop down); access to calculator; no break.

How is the GED® scored?

1. The GED® test has a passing score of 145 for each test subject. To earn your high school equivalency, you'll need to score 145 or higher on all four subjects.
2. Scoring above 165 (on any test subject) means you have demonstrated you are ready to take college level courses and you may qualify for waivers from placement testing or developmental education requirements if you enroll in college.
3. Scoring above 175 (on any test subject) means you have demonstrated skills that could qualify for up to 10 college credit hours.

Revisions approved by Dover School Board May 14, 2018

The McKinney-Vento Act guarantees access to High School Equivalency by homeless youth up to the age of 21. A person is considered homeless under the McKinney-Vento Act if they lack “a fixed, regular, and adequate nighttime residence.” If fees are a barrier to your participation, those fees will be waived or paid with donations.

ADULT POST-SECONDARY TRANSITIONS

Our counselors can help adult students navigate through the next steps of their journey. Whether you know where you are headed or are looking for educational guidance, we offer:

- Career awareness assistance: What career is best for you? What skills do you need?
- Information and advising on area training programs.
- Academic skill building, including Accuplacer preparation and testing and math and reading/writing refresher courses.
- College prerequisite classes such as Algebra, Biology, and Chemistry
- Support with college searches and applications.
- Connections to high demand occupations (advanced manufacturing, health care, construction, hospitality, and technology) in the region.
- Opportunities to explore different occupations in learning environments (IET).

The goal is to help students make successful transitions to higher learning and job training. Anyone 18 years of age or older and not currently attending high school can access these services

CHILD CARE

On-site childcare is available for daytime classes at the Dover McConnell Center, and may be available in Rochester, for children of participants in programs such as those listed below. Parents may use childcare services for intake and testing appointments as available with prior notice.

- HSE Preparation
- Adult Basic Education
- English for Speakers of other Languages (including Civics, Citizenship, ESL mini courses/electives/enrichment and Discussion Groups)

The Adult Learning Center provides childcare for two important reasons:

1. So that parents can attend classes without having to arrange for babysitting, and
2. For children to have a good learning experience while their parents are in classes.

Childcare space is limited, and the staff is concerned about the health, safety, and teaching of the children; therefore, children can attend childcare only if they meet these guidelines:

1. A parent or legal guardian has pre-registered the child for childcare with the childcare coordinator.
2. A parent or legal guardian is attending class on campus. Parents may not leave the premises while they have children in childcare (i.e., for a field trip).
3. The child is between the ages of six weeks and six years.
4. The child is not enrolled in public school and, therefore, missing school while attending here.
5. The child is not sick with a communicable disease.
6. The parent has completed an information form for the childcare teacher's use.

Access Fees:

- \$10.00 per month, per child, per class.
- No cost to NHEP clients.
- Scholarships available to families unable to pay.

DALC staff reserve the right to set limits on the number of children enrolled, based on their age and activity level. At some times, students may have to wait until an opening arises before they can enroll their children. Children (including all under 16) may not be at the Adult Learning Center at times when childcare is not provided.

Revisions approved by Dover School Board May 9, 2016

GRADUATION

All HSE and adult diploma graduates during the school year are invited and encouraged to participate in graduation ceremonies. Adult high school diplomas earned during the school year are granted at that time. A copy of the diploma is shown on the inside back cover of this handbook. HSE certificates are issued by the State of NH Bureau of Adult education and will be received within a few weeks of passing the HiSET or GED test.

You will receive information about graduation about 6 weeks prior to the event. After graduation, you may request a copy of your adult high school or HSE records (transcript) from the DALC main office.

TRANSCRIPTS

Copies of your transcript may be requested through the DALC office or by completing a form on the DALC website: doveradultlearning.org

SCHOLARSHIPS

Funds donated by local service organizations, individuals, and churches are available to students seeking an adult high school diploma or to take an HSE test. To request a scholarship, you will need to complete a scholarship application. Call the office at 742-1030 to request the application. Send your completed scholarship application to the Dover Adult Learning Center of Strafford County, 61 Locust Street, Dover, NH 03820. Scholarship applications must be received prior to the end of the registration period for AHS classes. Scholarships are generally awarded for up to half of the cost of tuition or testing fees. Scholarship requests in excess of half the amount are submitted to DALC's Board of Directors for consideration.

TUTORING HELP

Volunteer tutors from the Strafford County Adult Tutorial Program may be able to assist you with your studies. Let your teacher or counselor know if you would like to request tutoring help.

WRITING

Each year Dover Adult Learning Center of Strafford County students publish a book of writings called *In Our Own Words*, and the New England Literacy Resource Center publishes *The Change Agent* 2-3 times per year. Please consider contributing a story or article to these publications; talk with your teacher about how to submit a story.

COMPUTER LAB

We are pleased to be able to offer the use of computers and access to the Internet for Strafford County residents as part of DALC's commitment to helping adults enhance their life-coping skills and improve their lives through basic education, job training, high school completion, and enrichment classes.

The Internet provides the means to access information and share ideas from a wide array of resources. The vast information available over the Internet is of sound value. There may be a small percentage of information that is considered questionable, pornographic, controversial, illegal, or otherwise objectionable. DALC accepts no responsibility or liability for questionable material found on the Internet. Users must use the Internet at their own risk.

Computer Lab Hours

Access is limited to regularly scheduled, proctored open lab times and as space is available during times reserved for other classes. Regular computer lab hours are (except for holidays and school vacations): Tuesday and Thursday evenings 5:00 p.m.-7:00 p.m.

Users must sign the attached user agreement prior to the first use. **Data storage devices brought in from elsewhere must be scanned prior to use - please get instructions from the proctor.** Please see

below for complete computer lab policies.

Computer and Internet Use Policy and Guidelines

Before using computers at Dover Adult Learning Center, users must read the attached “Computer and Internet Use Policy and Guidelines” document in full, initial where indicated, and fill out the computer user registration form on the reverse side.

STUDENT CONDUCT/EXPECTATIONS

1. Acceptance into each program is dependent upon consent of the director, counselor, and/or instructor. Decisions are based on an interview by the counselor and on evaluation by appropriate staff.
2. Recommendations for entrance must be completed by staff members of the referring agency when applicable. Agency staff will work with a DALC counselor.
3. **Students are expected to conduct themselves in a socially acceptable manner that is conducive to their learning and to the learning of fellow students. Students must:**
 - a. Be able to exhibit self-control in class and on public/school property.
 - b. Be physically able to function in the program.
 - c. Follow DALC’s conduct rules.
 - d. Arrange for their own transportation to and from classes.
 - e. Be accompanied by support personnel from a referring agency at DALC’s request.
 - f. Be able to work independently in a group setting.
 - g. Be capable of making academic progress.
 - h. Obey the laws of New Hampshire, including:
 1. No smoking on public/school property except in designated areas.
 2. No possession, sale, or being under the influence of alcohol or other drugs on public/school property.
 - i. Show respect for themselves, teachers, other students, and property. Disrespect will not be tolerated and may result in dismissal from the class. Examples of disrespect include:
 1. Disruptive behavior such as excessive talking or swearing, unauthorized use of a cell phone during class.
 2. Sexual harassment.
 3. Insubordination.
 4. Plagiarism or cheating.
 5. Lack of preparation, including not doing homework.
 6. Non-participation.

Administrative withdrawal from a class for disciplinary reasons is at the discretion of the DALC director after conferring with the counselor, teacher, and/or student. The director reserves the right to remove any student who shows disrespect for people or property.

Revisions approved by Dover School Board May 9, 2016

FERPA

The Family Educational Rights and Privacy Act (FERPA): 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 they reach the age of 18 or attend a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school.

- Parents or eligible students have the right to request that a school corrects records which they believe to be inaccurate or misleading.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record.

For more information you can go to www.ed.gov.

DISABILITIES

The American with Disabilities Act (ADA) of 1990: Section 504 of the Rehabilitation Act of 1973 was the first civil rights legislation specifically written to protect the rights of individuals with disabilities. Section 504 guarantees that a person with a disability will not be discriminated against because of that disability in any program receiving federal funds.

The American with Disabilities Act (ADA) of 1990 extends the scope of Section 504 to cover private as well as public programs and services. The ADA requires these entities to “level the playing field” for individuals with disabilities by providing accommodations and auxiliary aids, and by making their services physically accessible to anyone with a disability. For more information you can look on www.ada.gov.

GRIEVANCE POLICY

If you have a complaint about discrimination or about any aspect of your experience with DALC, please speak first to the staff member involved. If not satisfied, speak to the director at 742-1030. If still not satisfied, speak to the Dover Superintendent of Schools at 516-6800.

STORM CANCELLATIONS

- Daytime classes are cancelled whenever schools are closed or have a remote learning day in the same town. Dover classes follow Dover schools, Rochester classes follow Rochester schools, etc.
- If there is a delayed opening for daytime classes, DALC classes will start at 10am.
- Evening **ABE, HSE, and ESL** classes automatically cancel when day school classes are cancelled.
- Cancellations will be posted on TV Channel 9 WMUR, online at www.wmur.com/weather/closings, at www.doveradultlearningcenter.org, and on the outgoing message at DALC, (603)742-1030 and 603-335-6200.

**The announcements will refer to Dover Adult Learning Center
of Strafford County or Rochester-Dover Adult Learning Center of Strafford County**

Revisions approved by Dover School Board May 14, 2018

BUS TICKETS

Coast bus tickets are available in the DALC main office at the McConnell Center in Dover. ***Due to generous donations, students may receive one free round-trip ticket for each day per week that they attend classes. Tickets are not available for purchase.***

PARKING

The lot behind the Dover Public Library is limited to 3-hour parking from 8:00 a.m. to 6:00 p.m. All day students need to get a parking pass from the office. Cars without the parking pass will get ticketed. Parking is available free of charge at Dover High School in any of the open lots. In Rochester, please consult your teachers.

HEALTH INFORMATION

Since no healthcare staff are available during adult education classes, when you register, please give the counselor, secretary, or director any information important for your safety. In the event of an emergency, a staff member will call 911.

NO SMOKING LAW

According to NH State law, there can be no smoking anywhere in school buildings or on school grounds at any time of day. Smoking in the school building, outside of the school, in the Dover High School parking lot, or in the parking lot at the McConnell Center is a violation of state law. Students who wish to smoke must go off school grounds. A designated smoking area for the McConnell Center is located in the corner of the parking lot near the Senior Center.

STUDENT SAFETY

Learners must have a safe atmosphere for study. DALC will not tolerate touching, assault, or threatening in any of the DALC's programs.

If a staff member observes fighting or assault, or hears a threat of violence, the staff member* should contact the local police department immediately. If a staff member receives a report from a student that an assault has taken place or that a threat of violence has been received, the staff member should contact the local police department immediately. If a staff member learns that there has been a threat to student safety, such as a bomb threat, the staff member must evacuate all students immediately and then contact the police department.

**If an administrator or counselor is on the premises, the decision to call may be made by that person. If not, the teacher on-site will make the decision. Always err on the side of safety.*

SECURITY

People are in and out of each of our locations all day and evening. On rare occasions, items have been reported missing. Please keep all belongings, including coats and bags, near you and safe.

DOVER ADULT HIGH SCHOOL
High School Diploma



This Certifies That

*has completed all High School requirements as specified by the
New Hampshire State Department of Education in conjunction
with the Dover School Department and is therefore entitled to
this High School Diploma*

Given at Dover, New Hampshire, this day of

CHAIRPERSON DOVER SCHOOL BOARD

SECRETARY DOVER SCHOOL BOARD

SUPERINTENDENT OF SCHOOLS

DIRECTOR OF ADULT & COMMUNITY EDUCATION

DOVER ADULT LEARNING CENTER ACADEMIC CALENDAR

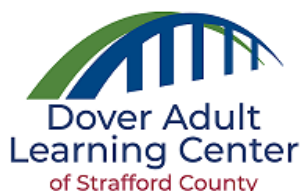
2023 - 2024*

*Subject to Change

Subject to Change											
	M	T	W	TH	F		M	T	W	TH	F
JULY <i>Summer Session</i>	3	4	5	6	7	JANUARY 2023 <i>Winter/Spring Session</i>	X	2	3	4	5
	10	11	12	13	14		8	9	10	11	12
	17	18	19	20	21		X	16	17	18	19
	24	25	26	27	28		22	23	24	25	26
	31						29	30	31		
AUGUST		1	2	3	4	FEBRUARY				1	2
	7	8	9	10	11		5	6	7	8	9
	14	15	16	17	18		12	13	14	15	16
	21	22	23	24	25		19	20	21	22	23
	28	29	30	31			X	27	28	29	
SEPTEMBER <i>Fall Session</i>					1	MARCH					1
	X	5	6	7	8		4	5	6	7	8
	11	12	13	14	15		11	12	13	14	15
	18	19	20	21	22		18	19	20	21	22
	25	26	27	28	29		25	26	27	28	29
OCTOBER	2	3	4	5	6	APRIL	1	2	3	4	5
	X	10	11	12	13		8	9	10	11	12
	16	17	18	19	20		15	16	17	18	19
	23	24	25	26	27		X	23	24	25	26
	30	31					29	30			
NOVEMBER			1	2	3	MAY			1	2	3
	6	7	8	9	10		6	7	8	9	10
	13	14	15	16	17		13	14	15	16	17
	20	21	X	X	X		20	21	22	23	24
	27	28	29	30			X	28	29	30	31
DECEMBER					1	JUNE	3	4	5	6	7
	4	5	6	7	8		10	11	12	13	14
	11	12	13	14	15		17	18	19	20	21
	18	19	20	21	22		24	25	26	27	28
	X	X	X	X	TX						

*subject to change

AEL SESSION DATES	KEY
Fall: 9/19-12/21/23	No AEL classes, Office Open
Winter/Spring: 1/9-5/30/24	X No classes, Office closed
	SPECIAL DATES
	6/12/24 Tentative Graduation Date



COMPUTER AND INTERNET USE POLICY AND GUIDELINES

Policy

We are pleased to be able to offer the use of computers and access to the Internet for Strafford County residents as part of Dover Adult Learning Center's commitment to helping adults enhance their life-coping skills and improve their lives through basic education, job training, high school completion, and enrichment classes.

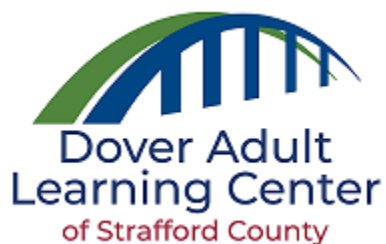
The Internet provides the means to access information and share ideas from a wide array of resources. The vast information available over the Internet is of sound value. There may be a small percentage of information that is considered questionable, pornographic, controversial, illegal or otherwise objectionable. Dover Adult Learning Center accepts no responsibility or liability for questionable material found on the Internet. Users must use the Internet at their own risk.

Guidelines

- 1) Before using computers at the Dover Adult Learning Center (DALC), users must read this document in full, initial in the space indicated, and fill out the computer user registration form on the reverse side.
- 2) Internet users may sign up for free email services such as Yahoo or Gmail. Email applications which use software on a DALC computer may not be used. Any material ordered from a vendor over the Internet must be paid for by the user via their credit card only. DALC cannot guarantee complete privacy and/or security for these transactions. DALC will not be responsible or liable for these transactions.
- 3) Users are expected to engage in responsible, ethical use of the Internet, which includes not displaying text or images which are inappropriate. Users may not use the Internet accessible via DALC computers for any illegal purpose including, but not limited to unauthorized access, software piracy or violation of copyright laws. Viewing, storing or transmitting sexually explicit material is prohibited.
- 4) In order to prohibit the sharing of viruses that can harm operating systems, installation and/or download of software on DALC computers is prohibited.
- 5) Email attachments from unknown senders should be deleted without opening. If the attachment seems suspicious, notify DALC staff. Viruses are often spread by enclosing them in email attachments that look legitimate. Email attachments from known senders should be scanned for viruses. Do not disable the automatic scanning that takes place on your machine.
- 6) The alteration of any DALC computer configuration, including - but not limited to operating system, setup, screen settings or files - is not allowed under any circumstances.
- 7) Any flash drive, CD or other external storage media must be checked by a proctor or instructor before being used.
- 8) Personal devices are welcome, but they may not be hard wired to our network without prior authorization from DALC technology staff. The DALC Student Wireless network is available in our Dover location for students and staff to access the Internet on their personal devices. Users are required to abide by the Internet use guidelines listed in this document while connected to DALC Student Wireless.
- 9) DALC personnel, in order to prevent any abuse of the system or to recover from disaster, reserve the authority to inspect all materials transferred by or stored on the DALC network. This inspection can occur at any time and without any cause.
- 10) Violation of the above guidelines and policies may result in termination of DALC computer and network access.

Initials _____

Adopted May 20, 2014 - Replaces Computer and Internet Use and Registration



INTERNET AND COMPUTER REGISTRATION FORM

I have read or had read to me and fully understand the Dover Adult Learning Center's "Policies and Guidelines for Computer and Internet Use" and agree to abide by these policies. I will not hold Dover Adult Learning Center responsible for materials accessed on the Internet or any other consequences of Internet or computer use.

Date:

Name (print):

Signature:

Street Address:

Town/City/State:

_____ **Zip** _____

Phone Number:
