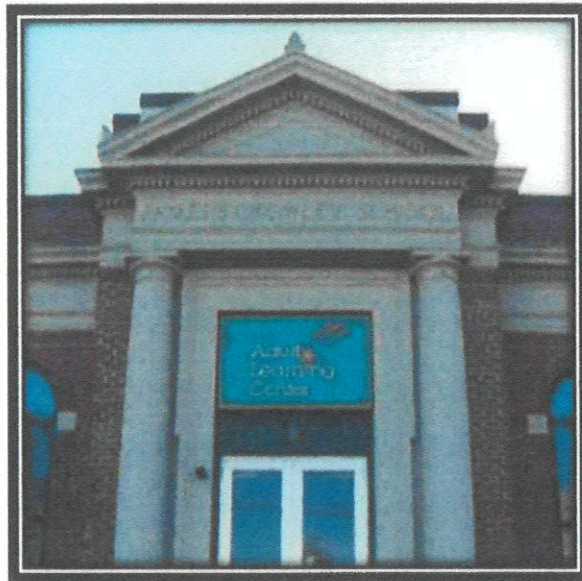


50 Years of Learning
& Literacy

**NASHUA ADULT LEARNING CENTER
ABE STUDENT HANDBOOK 2022-2023**



**NASHUA ADULT LEARNING CENTER
4 LAKE STREET
NASHUA, NH 03060
603-882-9080**

Student Handbook
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Mission Statement

The Adult Learning Center will continue to excel as an educational agency designed to provide the academic skills, job training and support services needed for adults and young adults to achieve more productive lives for themselves and their children.

Student Information/Expectations

Students are expected to behave in a manner that is appropriate to learning. They should respect themselves, others, and classroom materials. Bullying and harassment will not be tolerated. Any allegations will be reported to a staff member or the director of Adult Education. The director may remove any students that fail to adhere to these policies.

Contact/Staff Information

For a complete list please see page 9

Director

Maria Dimitros
603-882-9080 ext. 2206
mdimitros@nhadulthood.org

Coordinator

Christine Greenwood
603-882-9080 ext. 2237
cgreenwood@nhadulthood.org

ABE Counselor

Bill Bissonnette
603-288-7526 (text or call)
bbissonnette@nhadulthood.org

ESL Counselor

Samba Halkose
603-689-3539 (text/call)
shalkose@nhadulthood.org

Enrollment Counselor

Anya Vandiver
603-921-9590 (text/call)
603-513-0417 (text only)
registration@nashuaalc.org

Tutoring Coordinator

Danielle Zimmerman
603-716-7017 (text/call)
dzimmerman@nashuaalc.org

Technology Specialist

Cheick Dienta
603-305-5842 (text/call)
cdienta@nashuaalc.org

New Student Orientation

All new students will receive instructions on which days and times their classes meet. Online students will receive an introductory email from their teachers with a Zoom link to access their class. Students will also receive an email that they have been invited to our online class platform, Canvas. Canvas is where teachers will post announcements and assignments. In addition, we will hold open office hours to help you prepare for your courses.

Pre and Post Assessments (TABE) (for more information see pages 10-12)

All students are required to be pre tested to determine what classes best fit their needs. It may be given online or in person, by appointment. In addition, after 40 hours of instruction, students will be retested and may change classes based on those results. Testing is a State Department of Education requirement, if you miss more than 2 testing appointments you will not be able to attend class until testing is completed.

Class Placement

- Once you have taken the TABE assessments you will be placed in a class.
- Some students are in person learners and others are online learners.
- Our class levels are below –
 - ABE Levels M and D
 - Math 090
 - This class held at Nashua Community College, as a requirement for some students.

Attendance Policy

It is expected that students will be present at every class. It is understood that at times there are circumstances that are beyond a student's control. During the first week of class, you will be asked to sign an attendance contract. Unexcused absences that total over 3 per semester, will require immediate removal from class. It is up to the student to communicate with the teacher any circumstances that may prevent them from attending class.

Building Access/Student IDs

- Classes run from 9am-11am and 6:30pm-8:30pm during the school year and for our summer program.
- All in-person students will be given a student ID the day of their first class.
- Online students will need to make an appointment to pick up their books.
- Student IDs for online students, are provided upon request.
- Students should arrive 15 minutes before class starts.
- Student IDs are required upon entrance to the building.
- Please schedule an appointment if you need to enter the building for other reasons besides classes.

Curriculum/Online Resources (Canvas, Zoom, nhadulted email)

Students should come to class prepared with something to write with and a notebook. Textbooks and other curriculum are provided to students. All students will have a NH Adult Ed email account. Make sure to check this account frequently. In addition, many teachers use Canvas, an online learning platform, to post assessments. Our online classes are held on Zoom. Contact your teacher if you need assistance in using any of these programs.

Technology Requirements (for more information, see page 7)

Technology support services are provided to all students. Please contact Cheick Dienta for more information.

Health

We follow CDC regulations in regards to mask usage. If you are sick, please do not attend in person classes or come into the school.

Camera/Internet Policy

Technology use is a very important learning tool. Students are expected to be responsible and appropriate while using our laptops and the internet in class. Camera usage is required for our online classes unless an accommodation has been discussed ahead of time. Reach out to your counselor with any questions or information regarding internet concerns.

Cell Phone Policy

Cell phones in the classroom is a privilege and it is expected that they will not be a distraction to learning.

Food/Beverage

Food is not allowed in classrooms. Beverages including water, tea and coffee are acceptable during class as long as they are in covered containers.

Dress Code

Students are expected to dress appropriately, in a way that is not disruptive to the educational process and is considerate to fellow students and staff. Staff reserves the right to ask students to leave if their clothing is in violation of the dress code.

Snow Days/ Cancellations

In times of inclement weather, class may be canceled or moved online. You will receive an email, from your teacher, and it may also be posted on wmur.com. For morning classes we follow the Nashua School District's determination. Students will be notified by their teachers. However, please use your best judgment in attending class in inclement weather.

Transportation

Students are given a discount on Nashua public buses to attend classes, when they show their student IDs. Contact your counselor for more information.

Emergency Protocol

The Adult Learning Center has emergency protocols that are posted and covered in class.

Drug Free/Tobacco/Alcohol Free/Firearms

All students will obey NH state laws. Students may not possess and/or distribute drugs or alcohol on campus or be under the influence while attending a class. In addition, tobacco products and firearms are also prohibited.

Accommodations/ADA section 504

Discuss your needs for accommodations with your intake counselor. At times, we may request documentation of your disability. All documentation will be kept confidential.

Transferring Classes

You may transfer classes if your schedule changes or your class level needs to change. Contact your teacher or your counselor to transfer to a different class. The deadline to transfer for fall classes is before the third week of class and for summer class is no later than the second week.

Tutoring Services (for more information, see page 8)

We offer free one on one tutoring and small group services to our students. Please contact Danielle Zimmerman for more information.

Goal Setting

Goal setting is an important part of your success. Counselors will discuss your short and long term goals and offer suggestions on how to work towards meeting those goals.

HiSet (for more information, see pages 13-17)

Many of our students receive instruction to pass the HiSet exam. Your counselor and teacher will determine when you are ready to take the exam. We offer multiple testing dates and times throughout the year.

- The exam consists of five subjects:
 - Language Arts - Reading, Language Arts - Writing, Math, Science, and Social Studies

Contact Bill Bissonnette for more information.

Graduation

We hold a graduation ceremony at the end of the year. All of our students that have passed the HiSet exam will be invited to attend.

Resource Guide

We offer many programs to help prepare you for your future. Contact your counselor for help with job searches and or community resources.

Colleges

The Adult Learning Center has partnerships with local community colleges and there are frequent open houses and tours, during the school year. Contact your counselor for more information.

Career Exploration

We offer many services to help you prepare for a career. Some of these services include: NH Work Ready, career assessments, mock interviewing and resume prep. Contact your counselor for more information.

Technology Services –

ALC provides technology support services to all students.

Services Include:

- Student assistance with Zoom, Canvas, and other online education resources.
- Student access to the Northstar Digital Literacy suite of programs.
- An opportunity for students to enhance their computer skills in key areas to demonstrate their knowledge by earning industry recognized certificates.

Technology Requirements:

- Students will need a device that can connect to the internet to participate in the online class on Zoom and view the online classroom (Canvas).
- Students have to use their nhadulted account in order to use the Canvas learning platform.

If you need technology help, contact the Technology Specialist via email or call/text

- **Cheick Dienta** - Contact Technology Specialist
Email: cdienta@nashuaalc.org **Phone:** 603-305-5842

Tutoring Services –

ALC offers one on one and small group tutoring, depending on the need of the students. After you have been enrolled in class, consistently for one month, you are eligible for tutoring services. Below is a detailed registration and enrollment process for the program.

Registration & Enrollment:

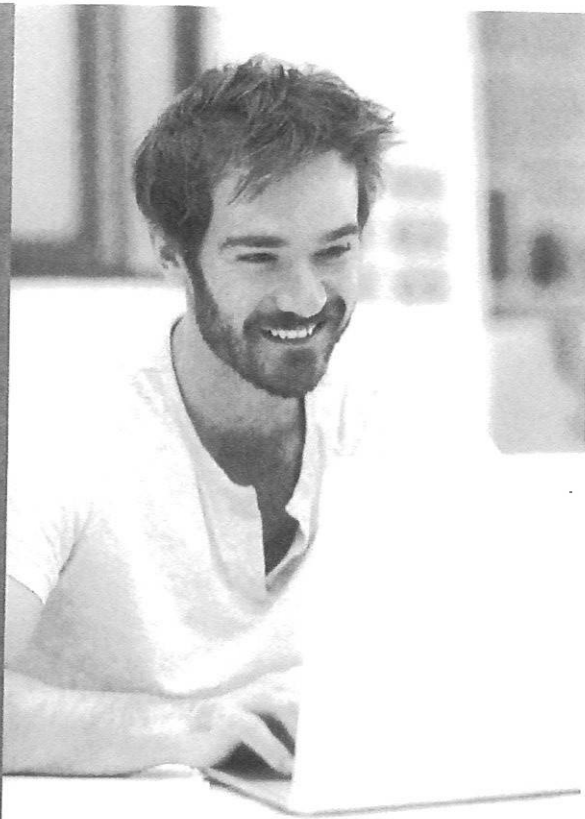
1. Register Online (both forms)
 - a. <https://form.jotform.com/212143566061044>
 - b. <https://form.jotform.com/202924548798067>
2. Schedule and Intake Interview (Zoom) with the Coordinator –
 - **Danielle Zimmerman** - Contact Coordinator of Tutoring Services
Email: dzimmerman@nashuaalc.org **Phone:** 603-716-7017
3. Complete Online Assessment (Math & Reading and/or Language)
 - a. If a student is currently attending classes, an assessment may not be required
 - b. If a student struggles in reading, an additional reading assessment may be required to determine where the targeted need lies.
4. Attend a Meet & Greet meeting with tutor (Zoom) and Coordinator -
5. Materials Pick up
 - a. Not all students will need physical materials and that will be determined during the Meet & Greet meeting.
6. Scheduled Assessments
 - a. Assessments are scheduled twice per school year in order to stay in the tutoring program. This is a requirement for ALL students.
7. Accommodations
 - a. Accommodations are available based on disability or health related needs.
 - b. Appropriate documentation is needed.

Teacher Contact Information

<u>Alexis Eaton</u>	aeaton@nhadulted.org
<u>Deborah Sheehan</u>	dsheehan@nhadulted.org
<u>Jay Lutze</u>	jlutze@nhadulted.org
<u>Jillian Walulik</u>	jwalulik@nhadulted.org
<u>David Perrin</u>	dperrin@nhadulted.org

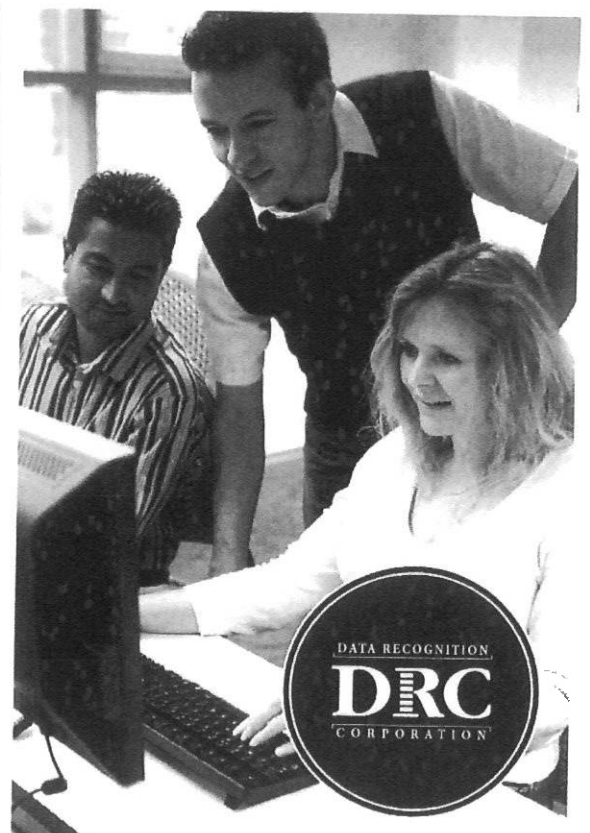
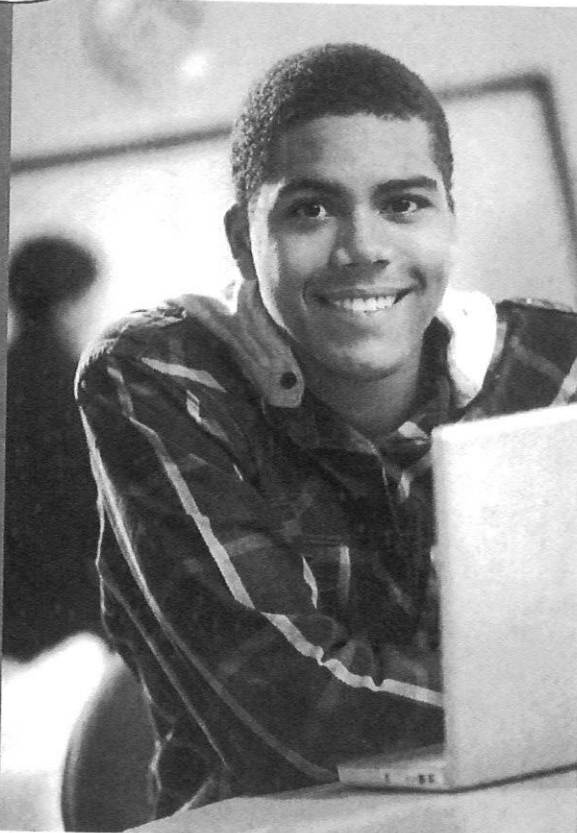
Student Engagement Specialist Contact Information

Joe Boston	jboston@nashuaalc.org
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TABE SUITE OF ASSESSMENTS

Preparation for Workforce, College, and Career



TABE SUITE OF ASSESSMENTS

Preparation for Workforce, College, and Career

TABE® is the most comprehensive and reliable academic assessment product in the industry. TABE measures the skills required to succeed in today's global workforce, post-secondary education, and in-demand careers. More teachers, program administrators, and employers choose TABE than any other adult assessment in the country.

With TABE, you can select the components to match the needs of your students as well as your schedule and specific assessment goals. TABE and TABE CLAS-E™ tests combine to provide a flexible system of diagnostic assessments and instructional materials to meet the diverse needs of today's growing adult education market.



TESTS OF
ADULT BASIC
EDUCATION

TABE® 11&12 provides valid and reliable measurement of the skills needed to succeed, both on the job and in life. Available in both paper-pencil and online formats, TABE 11&12 is aligned with College and Career Readiness (CCR) standards and complies with today's rigorous Workforce Innovation and Opportunity Act (WIOA) regulations.

[Learn More:](#) TABE 11&12 Brochure



ONLINE

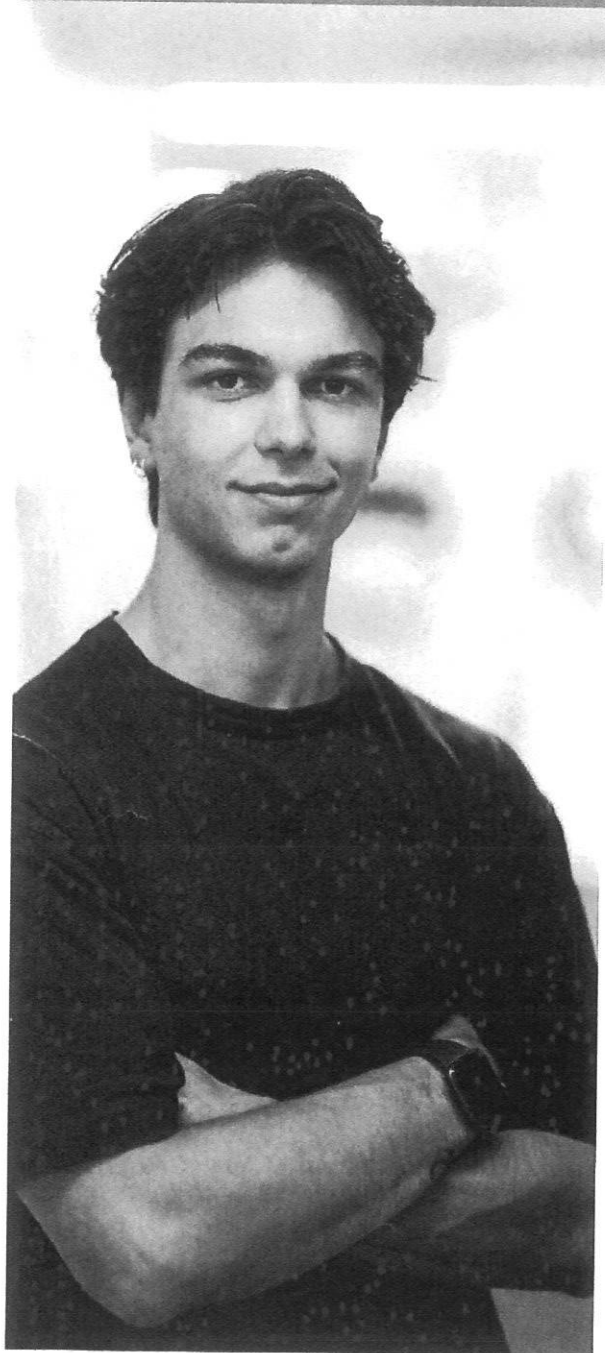
TABE® Online is powered by DRC INSIGHT™, the industry-leading online assessment system used across the country. With DRC INSIGHT, you can add more flexibility and reliability to your testing program and have the option to deliver assessments both onsite and remotely.

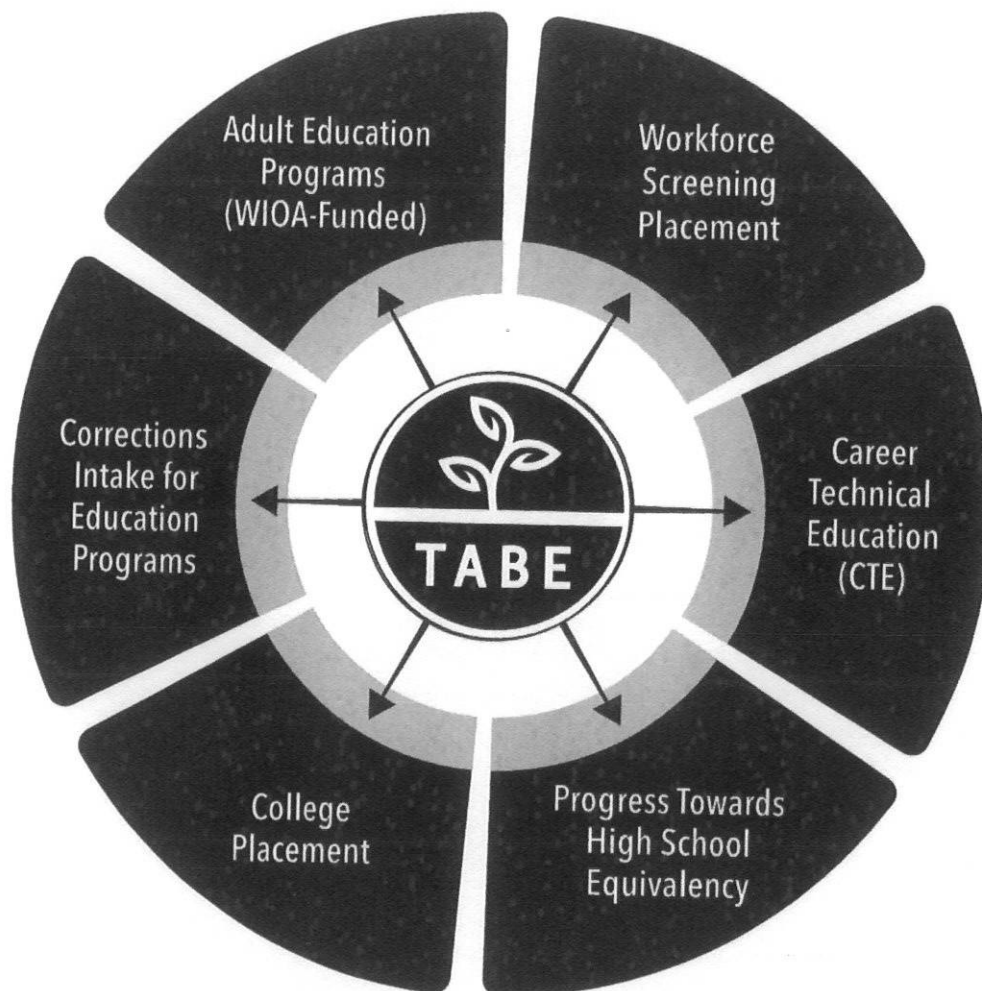
[Learn More:](#) TABE Online

TABE 11&12 Content Areas

TABE 11&12 assesses the skills of students and potential employees in four key areas:

- Mathematics
- Language
- Reading
- Writing





The Multiple Uses of TABE

No other assessment in the market provides what TABE does. TABE has always been a pathway for adult learners' progress, and now it can eliminate additional barriers to success. TABE is used for measuring learning gains in WIOA-funded adult education programs, corrections intake, workplace screening, and screening for entrance into post-secondary education.

With TABE, these multiple uses for one score and one test have the potential to remove barriers, eliminate the need for multiple assessments, and accelerate pathways to postsecondary opportunities.

THE HISET PROCESS:

(The HiSET prep classes are designed as self-paced high school equivalency courses)

1. Register online ([Nashua ALC Registration Form - ABE/HiSET \(2022-2023\) \(jotform.com\)](#))
2. Schedule an intake interview (Zoom) - email or text ABE Counselor Bill Bissonnette-
email: bbissonnette@nashuaalc.org
text: 603-288-7526
3. Complete online assessment (math & reading)
4. Assigned to a class based on assessment scores
5. Receive contact info from assigned teacher

(For online classes – receive Zoom link)

6. Book pick-up (time and dates will be emailed to you)

(all books are free)

7. Class times:

- MWF -9am-11am (doors open at 8:45am)
- T/TH – 6:30pm-8:30pm (doors open at 6:15pm)
- In-person and online classes are available

a. All students will receive an nhadulted.org email address

b. Assigned a Canvas account (an online resource for access to assignments and educational resources)

8. Scheduled assessments (TABE)

Math & Reading assessments are scheduled twice per school year

The TABE is a requirement for all students

HiSET REGISTRATION

9. Register for HiSET test (www.hiset.org)
10. Free practice HiSET tests are available prior to scheduling actual the HiSET tests

(All practice tests are paper based tests and are completed in-person at the Nashua ALC)

11. You will create an online account for all HiSET tests

When you are ready to take a test, you will log onto your account to register and schedule the test

(5) separate HiSET tests. (\$25.00 registration fee per test)

- Math
- Reading
- Writing (grammar & typed essay)
- Social studies
- Science

All tests are completed at the Nashua ALC (we are a State registered HiSET testing center)

4 Lake Street

Nashua, NH 03060

Computer based tests (multiple choice)

12. TESTING ACCOMMODATIONS

Accommodations are available based on disability or health related needs

Please complete online disability request form prior to scheduling a test (found under the **requirements tab** on the hiset.ets.org website)

Approval of accommodations can take up to 4-6 weeks

13. TEST SCORES

Will receive test scores upon completion of test(s)

Exception – the writing test takes a few days to grade

You will receive your HiSET Certificate from the State of NH Dept of Education about one month after completing last HiSET test

14. HiSET graduation ceremony (June)

POST HiSET

Resources and Services

We will stay in contact with you for one year after you complete your HiSET Certificate

We can assist with:

- **Resumes**
- **Job hunting**
- **Apprenticeships**
- **Mock interviews**
- **College exploration**
- **Community connections**
- **Job fairs**

CONTACT

Bill Bissonnette

Adult Education Counselor (ABE)

4 Lake Street

Nashua, NH 03060

bbissonnette@nashuaalc.org

603-288-7526

"Education is the most powerful weapon which you can use to change the world."

-Nelson Mandela





HiSET

powered by 

HiSET has a new home!

Come and have
a look around!

We're excited that HiSET is now a part of PSI Services, an industry leader in career advancement certification testing. We recognize the hard work and effort you put into preparing for your HiSET test and we are committed to delivering an experience that brings the best of testing to you.

hiset.org

What you need to do next

Starting September 23, 2022, you can open your MyHiSET account on the new HiSET platform.

1. Go to test-takers.psiexams.com/browse/HiSET and, or scan this QR code on your mobile device:

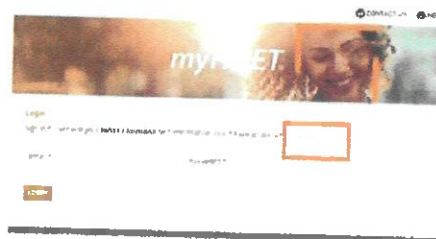


2. Choose your state

3. Click on the "Sign In / Create Account" link in the top right corner



4. Click "Create Account"



5. Create your MyHiSET account using the same email address and the same Last Name that you used previously. That way your new account will be automatically connected with your historical HiSET information.

6. You're ready to book your next test!

What Doesn't Change: Your Testing Progress

We believe in making change for the better. But it's also good to know that some things will stay the same. With the transition to PSI, the tests themselves, your testing progress, your test results, and the value of your high school equivalency credential remain unchanged. In fact, where and how you take your tests won't change much either!

NEED HELP?

Our friendly HiSET Customer Service Team are here to help!
Toll Free Telephone: 1-855-MyHiSET (1-855-694-4738)
M-F: 6:30 am – 5:00 pm CT. Sat and Sun: 8:00 am – 4:30 pm CT
Email: HiSETsupport@psionline.com

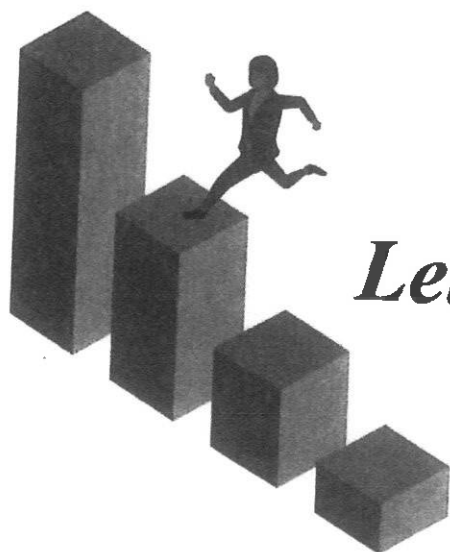
HiSET

powered by 

Nashua Adult Learning Center



Learn. Grow. Thrive.



*Now that you have
completed your HiSET.
Let us help you move your
career forward!*

Student's voice

The adult learning center helped me successfully schedule, prepare for and take the HiSET exam in a positive, supporting environment. It was the right choice for me and I will continue working with them on my future goals.

-TYLER S

- ✓ Resume preparation
- ✓ Job search skills
- ✓ Career assessments
- ✓ Mock interviews
- ✓ Community connections with:
 - Apprenticeship NH
 - NCC
 - NH Works
 - Virtual Job fairs
- ✓ And more...

Check Our Website! www.nashuaalc.org

Contact

Bill Bissonnette Adult Education Counselor
bbissonnette@nashuaalc.org | 603-288-7826

NASHUA ADULT LEARNING CENTER

4 Lake Street

Nashua, NH 03060

Date: _____

Student: _____

Student Handbook Contract

I have received and reviewed the student handbook and I will ask my teacher or counselor if I have any questions.

Student Signature: _____

Attendance Contract

I understand that I have accumulated at least three (3) absences to class for the current semester, and because of this, I will be removed from my class. I also understand that once I am removed from my class, that I will have to wait until the next registration period to be readmitted to the Nashua Adult Learning Center. **Please note: absences will not be counted if you have previously arranged to miss classes with your instructor due to medical, family or travel reasons.**

Student signature: _____

Teacher signature: _____

Director's signature: _____

ADULT LEARNING CENTER (ABE/HiSET/ESL)

2022-2023 SCHOOL YEAR CALENDAR

Important Attendance Reminder: From September to May, a student may take a break from the class and return at any time before the end of the school year. Re-registration is not necessary. Please let your teacher know if you will be away from class.

July					
Mo	Tu	We	Th	Fr	
				1	
X	X	X	X	X	
11	12	13	14	15	11,12 - Summer School Starts
18	19	20	21	22	
26	27	28	29	30	

January					
Mo	Tu	We	Th	Fr	
X	X	X	X	X	2,3,4,5,6 - Vacation
9	10	11	12	13	
X	17	18	19	20	16 - Civil Rights Day Holidays
23	24	25	26	27	
30	31				

August					
Mo	Tu	We	Th	Fr	
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	X	17,18 - Summer School Ends
X	X	X	X	X	
X	X	X			

February					
Mo	Tu	We	Th	Fr	
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
X	21	22	23	24	20 - Presidents Day
X	X				27,28 - Vacation

September					
Mo	Tu	We	Th	Fr	
			X	X	
X	X	X	X	X	
X	X	X	X	X	
19	20	21	22	23	19,20 - School Year Starts
26	27	28	29	30	

March					
Mo	Tu	We	Th	Fr	
		X	X	X	1,2,3 - Vacation
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30	31	

October					
Mo	Tu	We	Th	Fr	
3	4	5	6	7	
X	11	12	13	14	10 - Columbus Day Holiday
17	18	19	20	21	
24	25	26	27	28	
31					

April					
Mo	Tu	We	Th	Fr	
3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
X	X	X	X	X	24,25,26,27,28 - Vacation

November					
Mo	Tu	We	Th	Fr	
	1	2	3	4	
7	8	9	10	X	11 - Veterans Day Holiday
14	15	16	17	18	
21	22	X	X	X	23,24,25 - Thanksgiving Holidays
28	29	30			

May					
Mo	Tu	We	Th	Fr	
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
X	30	31			29 - Memorial Day Holiday

December					
Mo	Tu	We	Th	Fr	
			1	2	
5	6	7	8	9	
12	13	14	15	16	
X	X	X	X	X	19,20,21,22,23 - Vacation
X	X	X	X		26,27,28,29,30 - Vacation

June					
Mo	Tu	We	Th	Fr	
			1	2	
5	6	7	8	X	7,8 - School Year Ends
X	X	X	X	X	
X	X	X	X	X	
X	X	X	X	X	

X = NO SCHOOL ON THAT DAY