

Northern Berkshire Adult Education Program

North Adams Public Schools



**NORTHERN BERKSHIRE
ADULT EDUCATION**
Empowering All Learners

Student Handbook 2025 - 2026

Table of Contents

Message From the Director.....	2
Core Values, Beliefs, & Expectations for Student Learning.....	3
Attendance and Enrollment.....	5
Organization.....	6
Non-Discrimination.....	8
Program Operations, Student Conduct, and General Information.....	10
School Safety, Safety Drills, and Safety Procedures.....	15
Contact Information and Change of Address.....	16
College, Career, and Counseling Services.....	17
Academic Information.....	18
HiSET Testing Information.....	20
Graduation.....	23
Confidentiality Policy.....	24
Notice of Possible Publication of Certain Student Information.....	26
Student Handbook Acknowledgement Form.....	27

Dear Students,

August 2025

Welcome to the Northern Berkshire Adult Education Program (NBAE)! We are proud to serve a diverse community of adult learners who bring unique backgrounds, experiences, and goals to our classrooms. Whether you are here to complete your high school credential, strengthen your English language skills, prepare for college or a new career, or simply expand your knowledge, you are an essential part of our learning community.

Our students range in age, culture, and life experience, and that diversity is one of our greatest strengths. We believe that every learner's journey is valuable, and we are committed to supporting you in achieving your goals. In our program, you will find small, supportive classes, individualized advising, and flexible learning options—including in-person, evening, and remote courses—to meet you where you are.

Our dedicated staff includes skilled instructors, advisors, and coordinators who work together to provide high-quality instruction, guidance, and encouragement. We will help you develop an individualized learning plan, connect you with community resources, and celebrate your progress every step of the way.

At NBAE, we strive to maintain an environment that is welcoming, respectful, and engaging. We value equity, collaboration, and personal responsibility, and we expect our students to be active participants in their success. Together, we create a space where learning is meaningful, challenges are met with resilience, and accomplishments are shared and celebrated.

Thank you for choosing Northern Berkshire Adult Education. We look forward to working with you, learning from you, and helping you take your next steps toward a bright future.

Sincerely,

Kate Merrigan

Core Values, Beliefs, & Expectations for Student Learning

Values: At Northern Berkshire Adult Education, the entire school community is committed to fostering a student-centered learning environment that values equity, personalization, collaboration, and engagement.

Beliefs: Learning is a collaborative process of continual student growth, and all learners will become proficient in meeting the expectations of the Northern Berkshire Adult Education Program. To this end, all members of our school community are active and reflective agents of teaching and learning in an ever-changing global society.

Expectations for Student Learning

1. Students read to understand
2. Students effectively analyze and evaluate information
3. Students write effectively for a variety of purposes
4. Students communicate effectively through a variety of media
5. Students collaborate effectively
6. Students demonstrate personal responsibility and productivity as participants in the school community.
7. Students demonstrate practical problem-solving skills
8. Students demonstrate safe and healthy choices
9. Students demonstrate technological literacy
10. Students demonstrate knowledge of their place in the Global environment

Equal Opportunity Statement

The School Committee's nondiscrimination policy will extend to students, staff, the general public, and individuals with whom it does business. No person shall be excluded from or discriminated against in admission to a public school of any town or in obtaining the advantages, privileges, and courses of study of such public school on account of age, race, color, sex, gender identity, religion, national origin, sexual orientation, disability, or homelessness.

Section 504 Accommodations

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. Section 504 defines a person with a disability as anyone who:

- Has a mental or physical impairment that substantially limits one or more major life activities such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working;
- Has a record of such impairment, or;
- Is regarded as having such an impairment

Northern Berkshire Adult Education acknowledges its obligation under Section 504 to prevent discrimination in its policies and practices regarding personnel and students. Discrimination against any individual with a disability shall not be permitted in any program or practice within the school district. Under Section 504, the school district is responsible for identifying and evaluating students and providing access to appropriate educational services if a student is eligible.

Mission

The mission of Northern Berkshire Adult Education is to assist the residents of Northern Berkshire County and beyond in achieving their academic and career goals.

We offer classes to prepare individuals to earn their Alternative High School Credential from the Commonwealth of Massachusetts. All of our programs and services are provided at no charge. They are funded by a grant from the Massachusetts Department of Elementary and Secondary Education, Office of Adult and Community Learning Services (MA DESE - ACLS).

Adult and Community Learning Services (ACLS) Mission

The Massachusetts Adult Education System exists to provide every adult with opportunities to develop the literacy and math skills necessary to qualify for further education, job training, and better employment, and to reach their full potential as family members, productive workers, and citizens.

Attendance and Enrollment

While attendance in Adult Education is not mandated, students wishing to improve their education and obtain a high school equivalency diploma are **encouraged** to attend **all** class sessions. Students who miss 10% of the course are considered “chronically absent” by the Massachusetts Department of Elementary and Secondary Education. Approved documentation for absences includes medical documentation, court appearances, military obligations, or the equivalent. Notes from students, parents/guardians, or other relatives **do NOT** count as official documentation for attendance purposes. Still, such notes are helpful communication tools with the Enrollment & Advising office.

Note: The administration will not recognize family vacations, non-emergency family situations, undocumented illnesses, college trips, or truancy as unusual circumstances.

To report an absence:

Please call 413-412-1118 or email kmerrigan@napsk12.org on the day of your unplanned absence or submit a note to your teacher(s) or advisor for planned absences.

Tardiness to Class:

Students are expected to report to class on time. If you will be tardy, please inform your teacher and/or the Admin Team at kmerrigan@napsk12.org or 413-412-1118.

Enrollment:

To be eligible for enrollment at Northern Berkshire Adult Education, the student must be at least 16 years old. Students under 18 must provide official withdrawal paperwork from the high school they *last attended*, not be currently enrolled, or be required to be enrolled in a secondary school under state law, and require adult education services.

To initiate enrollment, please contact the program at 413-412-1118 or kmerrigan@napsk12.org. Our classes are free.

Organization

Adult Education Philosophy

The Northern Berkshire Adult Education Program is founded on the belief that knowledge is the key to improving the quality of life. Supporting students in realizing their full potential is paramount to enhancing personal growth and development.

Objectives

- To evaluate student needs upon enrollment and assist students in establishing realistic goals based on entry-level assessment,
- To periodically evaluate the academic progress of students using appropriate assessment instruments and advising, and,
- To provide various instructional strategies and methods to assist students in obtaining their educational goals.

Community Involvement

We hope that all students always feel welcome at Northern Berkshire Adult Education. Our goal is to ensure that NBAE is a place where students enjoy learning, want to attend class, continually develop their skills and confidence, feel supported at all times, and learn to work together in a positive manner. Please contact the Program Director if you have any questions regarding the school and/or your education.

Advising Center

The Northern Berkshire Adult Education Advising Center raises awareness of community resources and helps students access them. The NBAE Advising Center allows community agencies and program staff to meet with students and families to provide information and support.

Student Assessments

Aztec Locator Test

The Aztec Locator Test is a computerized assessment of reading, mathematics, and language arts skills. Upon enrollment in the Adult Basic Education Program, all students are given a chance to determine their placement and current skill level.

Massachusetts Adult Proficiency Test (MAPT)

The MAPT will be administered as a pre- and post-test for ABE students to assess their progress.

Test of Adult Basic Education (TABE)

The TABE assesses reading, mathematics, and language skills in adults. It is administered upon enrollment and periodically thereafter. The TABE enables teachers and administrators to evaluate skill levels, allows the advisors to place examinees at appropriate levels of adult education instruction, and measures academic progress.

BEST Plus 3.0

BEST Plus is an individually administered, face-to-face oral interview designed to assess the English language proficiency of adult English language learners in the United States. BEST Plus 3.0 is a comprehensive test that combines listening and speaking skills. As an oral assessment, BEST Plus 3.0 provides a concise and practical test that meets the accountability requirements of programs reporting to the National Reporting System (NRS).

BEST Plus 3.0 is designed to evaluate interpersonal communication using everyday language in practical situations. Test items reflect the language used in everyday life in the U.S., including at home, work, and in the community. Best Plus can be used as a pre- and post-test for ESOL students.

Non-Discrimination

Public schools have the responsibility to overcome, insofar as possible, any barriers that prevent students from achieving their potential. The Northern Berkshire Adult Education will do its part. This commitment to the community is affirmed by the following statements that the School Committee intends to:

1. Promote the rights and responsibilities of all individuals as outlined in the State and Federal Constitutions, pertinent legislation, and applicable judicial interpretations.
2. Encourage positive experiences in human values for students, youth, and adults, all of whom have differing personal and family characteristics and come from various socioeconomic, racial, and ethnic groups.
3. Work toward a more integrated society and enlist the support of individuals, groups, and agencies — both private and governmental — in this effort.
4. Utilize all appropriate communication and action techniques to address and resolve the grievances of individuals and groups.
5. Carefully consider, in all the decisions made within the school system, the potential benefits or adverse consequences of those decisions on the human relations aspects of all segments of society.
6. Initiate a process of reviewing policies and practices of the school system to achieve the objectives of this statement to the greatest extent possible.

The Committee's nondiscrimination policy will extend to all students, staff, the general public, and individuals with whom it does business. No person shall be excluded from or discriminated against in admission to a public school of any town or in obtaining the advantages, privileges,

and courses of study of such public school on account of age, race, color, sex, gender identity, religion, national origin, sexual orientation, disability, or homelessness. If someone has a complaint or feels that they have been discriminated against because of their age, race, color, sex, gender identity, religion, national origin, sexual orientation, disability, or homelessness, their complaint should be registered with the Title IX coordinator and the Program Director.

Program Operations, Student Conduct, and General Information

Program Hours

Northern Berkshire Adult Education runs day and evening classes from our North Adams Armory campus. Day classes run between 10:00 AM and 3:30 PM, Tuesday through Thursday, while evening classes run from 5:30 PM to 8:00 PM on Monday and Tuesday only. Please visit our website for specific class details and schedules.

Program Cancellations and Delays

Northern Berkshire Adult Education will also be canceled or delayed if North Adams Public Schools are canceled or delayed. Announcements will be made on local radio and television stations, our website, and our Remind communication app. ***Canceled classes will be made up on a date decided by the instructor and administration.***

Lost and Found

The lost and found area is located in the Enrollment & Advising office. ***The school is not responsible for lost or stolen articles.***

Student Conduct

Students are expected to exhibit mature and responsible behavior in all aspects of their lives. They are expected to attend classes punctually. Students are expected to obey national, state, and local laws, as well as NAPS/NBAE rules and regulations. They are also expected to respect the rights and privileges of others, be forthright and honest in their social and academic conduct, and conduct themselves in a manner that brings credit to themselves and the program.

Drug-Free and Alcohol-Free Campus

Students should be aware of the hazardous health risks associated with the use of illicit drugs and alcohol. All students are strictly **forbidden** to possess, use, and/or distribute drugs and alcohol of any kind on campus or as part of activities sponsored by NAPS/NBAE.

Tobacco-Free & Drug Campus

The use of tobacco and drug products, including smokeless tobacco, chewing tobacco, and all other types of smoking & drugs, is prohibited on campus, including in the building, on Armory grounds, and in the parking lot. **This applies to all tobacco products, including electronic products, marijuana/cannabis, cocaine, vaping, and any other drug product.**

Firearms and Weapons on Campus

The possession, carrying, storage, and/or use of any handgun, firearm, or weapon (including Mace and Knives/Blades) of any type is prohibited (a) on the NAPS/NBAE campus, (b) in any building owned or controlled by NAPS (NBAE), and (c) at any NAPS/NBAE sponsored event. These provisions shall not apply to any campus security personnel employed by NAPS or any other certified law enforcement officer.

Sexual Harassment

Sexual harassment of students is illegal under Section 703 of Title VII of the Civil Rights Act of 1964 and Title IX of the Elementary/Secondary Education Act of 1972. NBAE is committed to providing a study and work environment free from sexual harassment. Sexual harassment is prohibited in and out of the classroom, as well as in the evaluation of students' academic performance.

Hazing

The Massachusetts General Laws strictly prohibit the hazing of students. Furthermore, the Northern Berkshire Adult Education Program prohibits hazing on school grounds or at school-sponsored events. A student involved in hazing, whether as a participant or organizer, will receive disciplinary consequences, including dismissal from the program.

Criminal Violations

Upon receiving a signed allegation of a criminal violation, the Program Director or his/her designee will notify the proper law enforcement officials. Students, families, or staff members wishing to report a criminal violation that they feel has occurred on the NBAE campus or at an NBAE-sponsored event shall put the allegation in writing, sign the statement, and present this

statement to the Program Director or his/her designee should the Director not be available.

Parking

Traffic signs, arrows, speed limits, and directional signs are posted throughout the campus. Students are encouraged to familiarize themselves with the posted speed limit (5 MPH), directions, and parking areas if they drive to NBAE. These traffic regulations are established by the State of Massachusetts and local authorities; failure to abide by them may result in a violation of state law. State and county law enforcement officials tow vehicles at the owner's expense if they are parked illegally or in an unauthorized area, including vehicles parked unlawfully in "Handicapped," "No Parking," and "Faculty/Staff" parking slots.

Accidents

When an accident involving students, staff, or visitors occurs on campus, immediately call the Program Director at 413-412-1118. You should also contact local law enforcement if the situation warrants it.

Electronic Device Use

NBAE recognizes that electronic devices are an integral part of our everyday lives. These rapidly evolving technologies are essential in areas such as safety, communication, education, and employment. The appropriate use of technology empowers all learners to access information independently, communicate effectively, and promote student responsibility in their learning. Possession and use of electronic devices at school or on school property is a privilege, not a right. The NAPS/NBAE is ***not*** responsible for any lost, stolen, or damaged personal electronic devices brought onto school property or to events. Authorized use of electronic devices for academic tasks includes but is not limited to calculation, research, data collection, organization, completion, and submission of assignments. Students who do not use their electronic devices appropriately and responsibly will have their devices confiscated and will receive appropriate disciplinary consequences.

NBAE Rules and Regulations/Student Code of Conduct

The following rules and regulations apply equally to *all* students in the Northern Berkshire Adult Education program. A student may be dismissed from the program for *any* conduct below the accepted standard.

1. Each student is responsible for **all** information made available through notices, announcements, general brochures, catalogs, or information provided by staff members.
2. Falsifying any document related to school activities will result in dismissal.
3. Cars must be driven in and out of the parking areas in the correct direction and at a reasonable speed. **The speed limit is 5 MPH, and park on the side of the building.**
4. Students who leave campus during class must obtain prior permission from the Program Director or their designee to return to class.
5. NBAE is a **tobacco-free campus**. No tobacco products, including electronic products, are allowed on campus at any time, and there are no designated smoking areas.
6. The use of alcohol and/or drugs while on campus is strictly **forbidden**.
7. Unsupervised breaks are not scheduled **or** permitted for *16-and 17-year-old* students.
8. Students who engage in such acts as stealing, interrupting classes, or disturbing normal NBAE operations, gambling, profanity, fighting, possession of alcohol or tobacco, possession of firearms and other dangerous weapons, make themselves open to disciplinary action, criminal action, and/or expulsion from the program.
9. Sexual harassment is **illegal** under Section 702 of Title VII of the Civil Rights Act of 1964. NBAE is committed to providing an environment of study free from sexual harassment.

10. **Bullying and harassment will *not* be tolerated.**

11. Personal business should be conducted outside class or during breaks, including phone calls, texts, social media, and emails. ***Cell phones should be turned off & put away.***

12. Any student deliberately violating the NAPS internet policy will be terminated.

13. Students who negligently damage, destroy, lose, sell, or otherwise dispose of NBAE/NAPS property entrusted to them will be charged for the entire damage or loss and are subject to prosecution under state laws and disciplinary action by NBAE.

14. Allowed tardiness and absences are **limited** in managed enrollment classes. Generally, two absences and two tardies are permitted for each managed enrollment session. Students exceeding these limits may be removed from their managed enrollment classes and enrolled in open or distance education classes.

Teachers must maintain a safe and orderly environment using various classroom management techniques. Disrespectful actions that constitute a refusal and are disruptive or unsafe will not be tolerated. Administrators will assess each situation, apply educationally sound interventions/consequences for student code of conduct violations, and ensure compliance with federal and state laws, including IDEA, FERPA, ADA, and 504.

Northern Berkshire Adult Education students will be empowered learners with the knowledge, skills, and mindset to grow as responsible citizens in a rapidly changing world. Students should be ready to learn daily, demonstrating Respect, Responsibility, and Resilience.

Unauthorized Areas

Students are expected to be in class under the supervision of a faculty member at all times. Students found in unauthorized areas will face disciplinary consequences, including suspension or expulsion. Examples of unauthorized areas are any area of construction, boiler room, maintenance areas, roof areas, teacher/staff areas, weight room, elevators, athletic facilities or

grounds, picnic area, and any other area designated by the administration.

School Safety, Safety Drills, and Safety Procedures

1. Safety drills, school safety protocols, and procedures should be responded to immediately and seriously. Safety drills and procedures include, but are not limited to, fire drills, fire alarms, bomb scare drills, bomb threats, stay-put orders, evacuations, building re-entry, lockdown drills, and lockdowns.
2. Students and faculty must be familiar with school safety procedures, evacuation plans, and alternative exits.
3. During school safety drills and/or safety events, students must follow the appropriate procedures and protocols necessary to manage the event safely. Procedures include stay put, lockdown, evacuation, and re-entry into the building.
4. Students who do not act in a serious, appropriate manner may be subject to disciplinary measures. Non-compliance with school safety procedures may result in disciplinary action, including dismissal.

Contact Information and Change of Address

Northern Berkshire Adult Education requires each student to have their **current and up-to-date** phone number, email address, **and** home & mailing addresses on file while enrolled. If a student moves to a new address during the school year or changes their phone number or email address, the Enrollment and Advising office **must** be notified **immediately**.

To update our records, please notify the Enrollment & Advising office when you change any contact information, including your address, telephone number, email address, and/or emergency contact details. Every student must have up-to-date contact information to maintain two-way communication with each student and/or family. **Please provide two contact numbers in case of an emergency.**

College, Career, and Counseling Services

All students enrolled at Northern Berkshire Adult Education are assigned an Advisor who will:

- serve as an academic advisor and mentor,
- help with problems related to course and program selection,
- course and program changes,
- plan for the future,
- oversee academic progress,
- help with confidential personal issues, and,
- Facilitate the entry of new students.

Students should email their advisor directly to schedule an appointment.

Our advising office staff and their emails are:

- **Martha Beattie**, Adult Education Advisor - mbeattie@napsk12.org
- **Rebecca Gamari**, Adult Education Advisor - rgamari@napsk12.org
- **Zachary Houle**, Head Adult Education Advisor, Technology Programs Coordinator - zhoule@napsk12.org
- **Nicole Mullett**, Office Support, Outstationing Liaison & MassHire Advisor - nmullett@napsk12.org

Academic Information

The Northern Berkshire Adult Education program helps adults prepare for postsecondary education, successful careers, and productive lives. Instruction is conducted in a learning environment that includes teacher-led small-group and whole-class instruction, teacher-assisted individual instruction, computer-aided instruction, and video and audio instruction. Upon enrollment, an individualized education portfolio is developed for each student with their advisor. This portfolio enables students to start at the appropriate level of functioning and progress at their own pace.

Adult Basic Education (ABE)

The ABE program offers instruction in basic literacy skills, including reading, English language arts, writing, and math. Emphasis is on vocabulary development, comprehension improvement, dictionary skills, critical thinking, writing, basic math computation, and math problem-solving. The curriculum is designed to prepare students for further education, enhance basic skills required for job placement or advancement, and empower them to achieve their goals. Each person may work at their own pace on individualized tasks. Enrollment is open-ended; students may enter and exit the program at any time.

The ABE program is designed to help students earn a Massachusetts High School Equivalency Diploma by passing the HiSET® Tests. Instruction is designed for students who need to improve reading, writing, or math skills to earn their diploma. Reading and writing skills can be developed through science, social studies, government and civics, and reasoning in language arts. Emphasis is placed on vocabulary development, comprehension improvement, and critical thinking. Math reasoning focuses on math computation and math problem-solving skills.

Students in the ABE program may also prepare to enroll in college, post-secondary training, enter the workforce, or further their careers.

English for Speakers of Other Languages (ESOL)

The ESOL program is designed to provide English language instruction to adult students whose primary language is not English. ESOL classes concentrate on speaking and listening at the beginning levels and progress to include reading and writing at the advanced levels.

Computer Literacy

Basic computer instruction is available for individuals with little to no previous computer training to supplement academic instruction. This instruction covers the basic computer skills required for the HiSET Tests. Lesson topics include Chromebooks, Word Processing, Hardware and Software, the Internet, Mouse Use, Clicking, Copying, Pasting, drag-and-drop, typing, and other necessary skills tailored to the individual student. If you are interested in computer literacy, please inform your advisor.

College Preparatory/Pre-Employment

High school graduates who wish to improve or review their skills in math, reading, science, social studies, and/or language may enroll in adult education classes to prepare for further education or employment. Instruction is also offered to help prospective Northern Berkshire Adult Education students prepare for industry-, college-, or program-specific assessments.

HiSET Testing Information

The Adult Education program was developed to allow students “another opportunity” to prove the acquisition of contemporary high school skills and life skills. For the thousands of Massachusetts residents who have not completed high school, the issuance of the Massachusetts High School Equivalency Diploma, based on the five HiSET subtests, provides the opportunity to demonstrate academic skills at a high school level of competency.

Most colleges and universities accept the HiSET, which allows adults who have not completed high school to pursue further education and training. The military agrees with the HiSET if other qualifying criteria are met. The HiSET is well accepted by the business and industrial community.

The tests are in Language Arts (Reading and Writing), Mathematics, Science, and Social Studies. The tests are both comprehensive and rigorous.

Language Arts-Reading: *65 minutes, 50 multiple-choice questions.* This section measures your ability to understand, interpret, and analyze various literary and informational texts. The selected texts range in length from approximately 400 to 600 words.

Language Arts-Writing: *120 minutes, 60 multiple-choice questions, and one essay prompt.* This section measures your skill in recognizing and producing standard American English. The multiple-choice section questions measure your ability to edit and revise written text. The essay measures your ability to generate and organize ideas in writing.

Mathematics: *90 minutes, 55 multiple-choice questions.* This section measures mathematical knowledge and competencies. Questions are presented as practical problems and are solved by numerical operations, measurement, estimation, data interpretation, and logical thinking. Some questions test abstract concepts such as algebraic patterns and probability. You may use a calculator for this section.

Science: 80 minutes, 60 multiple-choice questions. This section measures your ability to use science content knowledge, apply principles of scientific inquiry, and interpret and evaluate scientific information. Graphs, tables, and charts are used to present information and results.

Social Studies: 70 minutes, 60 multiple-choice questions. This section assesses your ability to analyze and evaluate information from various content areas, including history, political science, psychology, sociology, anthropology, geography, and economics. Primary documents, posters, cartoons, timelines, maps, graphs, tables, charts, and reading passages are used in questions.

Massachusetts Requirements for Testing

To take the HiSET exam in Massachusetts, you **must** meet the following requirements:

1. **Age:** You must be 18 years or older to be eligible for the HiSET exam in MA and have no other qualifications. If you are 16 or 17 years old, you can take the exam, but there are additional requirements you must follow. Please schedule an appointment with your Advisor to review these requirements and register for the test.
2. **School Enrollment Status:** You must NOT be enrolled in any secondary school program nor have received a high school diploma or equivalency credential from Massachusetts or any other U.S. State or Territory.
3. **Residency:** You must be a current Massachusetts resident living at a Massachusetts home address. You will be required to sign an eligibility form verifying your address. The eligibility form will be provided to you by the test center on the day of your test.
4. **Identification:** You **must** present proper **government-issued identification** at the test center for **each** test session. **Outdated or expired identification will not be accepted.** Failure to provide documentation will **prohibit** you from taking the exam.

Acceptable IDs include And Are Limited To:

- a. Valid U.S. Passport
- b. Valid Massachusetts Driver's License
- c. Valid Massachusetts State-Issued ID Card
- d. National ID Card with a picture and signature
- e. School ID Card with a picture and signature

5. Register and Pay for the Test:

- a. Book an appointment with your Advisor to register for the HiSET tests
- b. Each HiSET test is ***FREE!***
- c. You will need to score a minimum of an '8' on each subtest and a minimum of a '45' combined from each subtest to pass.
- d. You are permitted to retest up to 2 times per subtest per year.

Graduation

Students who have officially passed all HiSET tests and have earned their Massachusetts High School Equivalency Diploma are invited to participate in our NBAE program graduation each May. An invitation letter will be sent to each graduating student at the mailing address on their student file. If you have passed ALL HiSET tests and have earned your MA High School Equivalency Diploma but have not received the invitation letter, please contact your advisor.

Confidentiality Policy

The Family Educational Rights and Privacy Act (FERPA) of 1974 is a federal law establishing confidentiality rights for students and their families. All school and program employees are required to uphold this law. Some significant sanctions and penalties can be imposed for violating this law. Reasons for confidentiality under FERPA: Confidentiality of student information protects personal information from disclosure. This is particularly important where the wrongful disclosure of information about a student and family might also lead to discrimination or cause prejudicial treatment. The confidential provision also protects the security of students and their families. This may pertain to personal safety or job security, where the release of specific information might lead to loss of employment. Finally, confidentiality must be ensured so families and students can seek needed services without fear of retaliation, discrimination, prejudicial treatment, or stigmatization. Suppose students or families believe confidential information will not be maintained. In that case, they may be less likely to seek needed services, such as free meals, childcare, or other critical services.

Education records are those directly related to a student containing personally identifiable information, maintained by Northern Berkshire Adult Education. Records are kept in the sole possession of the institution and are used only by authorized staff for a specified reason. They are ***not*** accessible or revealed to any other person.

Records can be:

- Written or Electronic Documents
- Computer Media
- Microfilm and Microfiche
- Video, Audio, Tapes/CDs
- Film & Photographs
- Student Work & Student Records

Whenever a student reaches the age of eighteen **or** is attending an institution of postsecondary education or adult education (**of any age**), the permission and consent required of and the rights accorded to the parents/guardians of the student shall thereafter only be required of and accorded to **the student themselves**.

Notice of Possible Publication of Certain Student Information

Information such as the student's name, class, honors and awards, participation, projects, photos, and/or video productions may be publicized throughout the year. Please notify the Program Director, **IN WRITING**, if you do **not** want the school to disclose information about yourself without written consent. **YOU MUST RE-SUBMIT THIS WRITTEN NOTIFICATION ANNUALLY.**

This Page Intentionally Left Blank

Northern Berkshire Adult Education *Student Handbook Acknowledgement Form*

I, _____, have received a copy of the NBAE Student Handbook. I have read the handbook and understand all the rules and expectations that apply to me. ***I agree to be responsible for following all school rules and expectations, and I understand the consequences of failing to comply with these requirements.***

I understand that this handbook may be amended without notice during the year. The latest version will be available on the district website (www.napsk12.org) and will take effect for all students upon implementation. The administration will notify all students in writing of any changes to the handbook as soon as possible.

I agree to the following:

1. If I am unable to attend a class, I will call the program at (413-412-1118) or email kmerrigan@napsk12.org to notify someone.
2. I understand that I **cannot** use tobacco products, including vaping, on school property.
3. I understand that using inappropriate language or engaging in threatening behavior may result in immediate removal from the program.
4. I will let my teacher, advisor, and/or the program director know if I have questions or need support to succeed in my classes.
5. I will engage in classroom work to the best of my ability.
6. I will respect myself, others, and our space and materials.
7. I will do my best to stay for the entire class and arrive on time. If I need to arrive late or leave early, I will discuss it with my teacher.
8. ***I understand that if I miss two (2) consecutive weeks and do not discuss my absences with my teacher, advisor, or program director, I may lose my spot in the program.***

Student Name (***Print***): _____

Signature of Student

Date

Signature of Advisor/Witness

Date