

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

HIGH SCHOOL EQUIVALENCY DIPLOMA GENERAL ADULT EDUCATION ADULT HIGH SCHOOL COMMUNITY EDUCATION 4.101
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HIGH SCHOOL EQUIVALENCY DIPLOMA

- A. According to school Board Policies and State Law, a candidate must be eighteen (18) years of age to take the General Educational Development (GED) Examination. Persons meeting the following qualifications may site for the GED exam. All applicants must:
1. Reside in Florida at time of application;
 2. Possess state-required identification (Social Security Card and Florida Drivers' license identification Card issued by the Florida Drivers' License Bureau);
 3. Not hold a high school diploma;
 4. Pay the appropriate GED Exam application fee;
 5. Complete the state approved application form during publicized application period of each GED exam; and
 6. Be of age 18 at the time of application.
- B. According to School Board Policy and State Law, in extraordinary cases, students 16 or 17 years of age may take the test if they meet the above requirements 1-5, as outlined for adults eighteen (18) or older and meet any one of the additional following criteria.
1. They are a parent.
 2. They are an inmate.
 3. They meet extraordinary circumstances as determined by the Superintendent of Schools or his designee.

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ADULT HIGH SCHOOL

Through a competency-based program, students can enter a course of any study at any time, progress through specified competencies by course, and, as competencies are met, exit by an examination with high school course credit awarded.

- A. The Adult Education program will offer State-approved high school courses.
- B. Admission to the Adult High School will be limited to students referred by county high school principals and accepted by the individual responsible for the supervision of Adult General Education. Applicants with a documented history of cooperative behavior in the high school environment will be eligible to be considered for enrollment. Course registration for co-enrollees will be recommended by high school principals. High school credits and grades will be awarded by the individual responsible for the supervision of Adult General Education and posted to the appropriate area high school for transcription. A minimal reading-skill or mathematics-skill level may be required for registration in specified courses. Remediation will be provided when so indicated.

Exception to these admission policies may be made by the director of Student Services.

COMMUNITY EDUCATION

The District School Board of Putnam County, Florida will establish community education courses utilizing existing public schools facilities and other appropriate facilities available for such purposes locally. Courses will be offered where community interest and needs are justified and financially feasible.

Proper attendance, behavior, and attire are necessary for successful completion of the High School Equivalency Diploma, General Adult Education, Adult High School, and Community Education Programs.

Students, who experience attendance, behavior problems, or those who will not dress appropriately, may be removed from the program by the classroom teacher or the appropriate Adult Education personnel. In order for a student sixteen (16) – eighteen (18) years of age to be recommended for GED testing, four (4) conditions must be satisfied.

- 1. The student must live in Putnam County, if not living in Putnam County; their high school must request the testing.

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2. The student must be recommended by the teacher or appropriate adult education staff.
 3. The student must take a GED predictor test.
 4. The student must provide a letter from a parent or guardian explaining the extraordinary circumstances or attend a conference with appropriate personnel.
- C. GED fee schedule will follow the guidelines as outlined by Florida State Board of Education Rule 6A-6.021(3).
- D. GED testing will be administered and testing dates will be established by St. Johns River Community College. All requests for testing must be submitted to the Director of Student Services for recommendations to the Superintendent.

GENERAL ADULT EDUCATION

Persons who meet the following qualifications may enroll in the competency-based adult education program at any time. This program is a Performance-Based Process leading to a demonstrated mastery of basic and life skills necessary to function sufficiently in society. A registrant must:

- A. Hold no high school diploma; or, hold an earned high school diploma with at least one tested skill area falling below 8th grade level; or, be limited in English proficiency;
- B. Be in possession of a valid Social security card and a Florida Driver License or picture ID issued from the Florida Driver License Bureau;
- C. Meet the following age requirements at the time of admission:
 - be at least eighteen (18) years of age, or
 - be at least sixteen (16) years of age and;
 1. be legally withdrawn from a School District;
 2. be referred to Adult Education by the Putnam County School District by the individual responsible for supervision of Adult Education; have written approval from legal guardian or parent.

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STATUTORY AUTHORITY:
LAW(S) IMPLEMENTED:
HISTORY:

230.22(2) F.S.
228.06d1(2) F.S. 6A-6, SBER
ADOPTED: June 16, 1997
REVISION DATE(S): 01-16-07
FORMERLY: 4.11