

ADULT EDUCATION

FILE: IHD

TITLE: Data on Adult Programs

POLICY:

- (1) The information specified in Section 1008.405, Florida Statutes, shall be collected and maintained for students who are enrolled in adult basic, adult English for Speakers of Other Languages (ESOL), adult disabled, adult high school, adult secondary, vocational preparatory, college preparatory, postsecondary adult, technical or technical supplemental or in courses funded through the Florida Education Finance Program or Community College Program Fund.
- (2) The information shall be maintained in the electronic form of hard copies or computer tapes for three years or until all audits are completed for the period during which the course or activity is offered. This shall include a listing of the locations for which each course funded through the Florida Education Finance Program or Community College Program Fund was offered to adults.

LAW IMPLEMENTED:

Section 1008.405, Florida Statutes

ADOPTED: 11/17/08

ADULT EDUCATION – cont'd

FILE: IHD

TITLE: Adult Education

POLICY:

The school board shall establish and maintain an adult education program which is based on needs assessments and is designed for basic skills education, secondary education or life long learning pursuant to Florida Statutes and State Board of Education Rules. This program shall be the direct responsibility of the associate superintendent for Career and Technical Education. Course and credit requirements for the general education development (GED) diploma and the adult general education program shall be approved by the school board and be incorporated into the district pupil progression plan.

- (1) The program shall be designed for the following.
 - (a) An individual who has reached age 16 and has legally withdrawn from school
 - (b) A high school student who can be more effectively served in this program and who needs a course(s) required for high school graduation.
 - (c) Adult residents who desire to further their education

- (d) A high school student who has been granted early re-entry from an expulsion and has been granted permission by both the high school principal and the technical school director
- (2) Students who are enrolled as full-time students in a regular high school may enroll in the adult high school program to meet the needs of hardship cases under the following conditions.
 - (a) Be classified as a full-time high school student
 - (b) Be recommended for enrollment by the high school principal or designee
 - (c) Taken courses that apply toward credit for graduation
- (3) Students enrolled who become a disruption to the instructional process or who have excessive absences may be dropped, based on recommendations of the teacher and approval by the director of the technical school or community school administrator.
- (4) A student who withdraws from the regular high school program and subsequently enrolls in the adult general education program shall be permitted to re-enter the regular high school program with the principal's approval or as provided herein.
- (5) A student who is enrolled in the adult general education program is expected to attend class regularly. Attendance shall be kept and reported for each class period by the teacher. Absences shall be counted effective the first scheduled class meeting. An excused absence may be allowed in accordance with the school attendance policy.
- (6) An official transcript showing acceptable course work or credit completed by a student shall be placed in the student's record. An official transcript is one received directly from the school or school district.

LAWS IMPLEMENTED: Sections 1000.21; 1000.04; 1001.42; 1003.21; 1003.43; 1003.436; 1011.61; 1004.01; 1004.93, Florida Statutes

STATE BOARD OF EDUCATION RULES: 6A-6.010; 6A-6.011; 6A-6.012; 6A-6.013; 6A-6.014; 6A-6.020; 6A-6.021

ADOPTED: 11/17/08

ADULT EDUCATION – cont'd

FILE: IHD

TITLE: Fees for Adult Programs

POLICY:

Fees shall be charged for students enrolled in adult basic, adult high school, vocational preparatory instruction, life-long learning, postsecondary adult vocational community education and adult vocational supplemental instruction except for those

students specifically exempted by Sections 1009.22; 1009.25; 1009.26; 1009.27, Florida Statutes, and State Board of Education Rule 6A-6.084.

- (1) A fee schedule for nonexempt students shall be published annually by the school board. The fees shall be pursuant to the General Appropriations Act of the state of Florida and State Board of Education Rule 6A-20.036. These fees, payable to the school board, shall be included in the district's budget. The schedule shall specify the fee for adult students who are permitted to audit a course on a space available basis.
- (2) Fees shall be reported in accordance with the the relevant Florida Statutes, and State Board of Education Rule 6A-6.084.
- (3) Fees may be waived for any student pursuant to the relevant Florida Statutes, and the General Appropriations Act, which is enacted annually by the Florida legislature. The total value of fee waivers granted may not exceed the amount established annually in the General Appropriations Act.
- (4) Any veteran or other eligible student who receives VA benefits may be granted a deferment, if warranted, once per academic year. If, however, there is a break in training or delay in the receipt of VA benefits, an additional deferment may be granted. The veteran will make a partial payment based on the school's established procedures at the time of registration and the balance as scheduled by the Business Office.
- (5) Fee payments shall be deferred as prescribed in State Board of Education Rule 6A-6.084(8) and (10).
- (6) Fee payments shall be deferred from the first day of class until the next full-time equivalent membership survey if approval is granted to the student by the director of the technical center. Students shall submit a written request to the director to explain the reasons why they are unable to pay the fees by the established deadline. The director shall approve or disapprove the request based on the circumstances of each case.
- (7) Fee payments shall be deferred from the first day of class until the next full-time equivalent membership survey if the student agrees to pay the fees in accordance with the installment payment schedule adopted annually by the school board. The first installment shall be paid on the first day of class. At the time of registration, students shall declare in writing if they choose this option for fee payment.
- (8) Students shall be exempt from any requirement for the payment of registration, matriculation and laboratory fees for instruction according to the relevant Florida Statutes.
- (9) The school board may collect, for financial aid purposes, up to an additional five percent of the student fees collected for postsecondary adult technical and supplemental technical courses and programs. All fees collected shall be deposited into the Student Financial Aid Fee Trust Fund of the district and be administered according to Section 17.61, Florida Statutes.
- (10) The school board may establish scholarship funds using donations.

LAWS IMPLEMENTED:

Sections 1009.22; 1009.25; 1009.26; 1009.27;
295.01; 295.015; 295.016; 295.017; 295.018; 295.02;
295.019; 295.0195; 295.05; 440.16; 17.61, Florida
Statutes

STATE BOARD OF EDUCATION RULES:

6A-6.084; 6A-20.036

ADOPTED: 11/17/08