

# **2010-2011 ADULT STUDENT PROGRESSION PLAN**

**Entry, Progression, and Graduation**

**Effective September 7, 2010**



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## **STUDENT PROGRESSION PLANS**

The purpose of the Student Progression Plan is to inform school personnel, parents, students and other interested citizens the School Board rules and administrative procedures required to implement State and local student progression requirements. It is the responsibility of the Board and district administration to provide students with effective instructional and remedial programs that monitor progress, promote continuous achievement, and make provisions for individual differences. [Florida Statute §1008.25 (1)]

The School District of Palm Beach County incorporates the Sunshine State Standards, Sunshine State Standards for Special Diploma or Next Generation Sunshine State Standards, if applicable, as appropriate for subject areas contained therein, into this School District Student Progression Plan. (State Board of Education Rule 6A-1.09401(2))

The principal of a school is responsible for making and maintaining required records and reports and providing leadership for instruction that meets the needs of all students. [Florida Statute §§1001.54 and 1012.28]

Teachers are responsible for providing effective instruction and remediation and documenting instruction in and students' mastery of the Sunshine State Standards.

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## **ADULT HIGH SCHOOL AND CO-ENROLLED CREDIT PROGRAMS**

The Adult High School Credit Program (AHS) and the Co-enrolled Credit Program (Credit Lab) are designed to provide students with an opportunity to earn a standard high school diploma or an Adult High School Diploma. Florida Statutes § 1004.02(4) defines an Adult High School Credit Program as “the award of credits upon completion of courses and passing of state mandated assessments necessary to qualify for a high school diploma. Except as provided elsewhere in law, the graduation standards for adults shall be the same as those for secondary students.” An adult high school student is a student who is at least 16 years old or older and has legally withdrawn from secondary school or is a co-enrolled student who is currently enrolled in a 9<sup>th</sup>-12<sup>th</sup> grade high school program who is taking credit courses through adult education required for high school graduation. (State Board of Education Rule 6A-6.011) Except as stated within this Plan, students enrolling in the AHS or Credit Lab programs to graduate with a high school diploma must meet the District’s graduation requirements including FCAT, the state assessed test. [Florida Statute § 1004.02 (4) & (6) and 1004.93] School Board Policy 8.09, the Florida Statutes as stated within this Plan, and State Board of Education Rules 6A-6.010, 6A-6.011, 6A-6.012,6A-6.014, 6A-6.015, 6A-6.0571 and 6A-6.020 govern the administration of Adult High School/Co-Enrolled Credit Recovery Program.

### Instructional Program

The State of Florida Adult High School Curriculum Framework provides a minimum set of standards to be used by all facilitators delivering adult high school education. Adult high school education includes both high school diploma programs and co-enrolled courses of study. The Adult High School Curriculum Framework provides consistency, programmatic quality and integrity, and a continuum of service. The skills represented in the framework provide the instructor with the minimum basic competencies required in a discipline. Students in this program must meet all state and local requirements for graduation, except as stated elsewhere in law. [Florida Statute §1004.02 (4)] Course requirements are in compliance with State Board of Education Rule 6A-1.09412.

The Florida Department of Education Curriculum Framework for Adult High School can be found at: <https://www.fldoe.org/workforce/dwdframe/rtf/32010203.rtf> The Florida Department of Education Curriculum Framework for Co-enrolled can be found at: [www.fldoe.org/workforce/dwdframe/rtf/32010202.rtf](http://www.fldoe.org/workforce/dwdframe/rtf/32010202.rtf).

### ADULT HIGH SCHOOL

Entrance Criteria [Florida Statute §1004.02 (6)]; and (State Board of Education Rule 6A-6.014)

To enroll in an Adult High School course of study, a student must meet the following entrance criteria:

- Does not possess a high school or state-approved diploma
- Is at least 16 years of age or older

- Has officially and legally withdrawn from an elementary or secondary program under Florida Statute §1003.21 (1) (c), unless the State Board of Education Rule exception is met
- Must be pre-tested on a state-approved assessment instrument (TABE 9/10) during the enrollment process as per State Board of Education Rule 6A-6.014 (4)

It is required that a student score a 9.0 grade level or above in reading on a state-approved assessment instrument (TABE 9/10) before starting academic courses. (Florida Department of Education Technical Assistance paper on Assessment in Adult Education, 2/09)

### Entrance Procedures

The following forms are required for all Adult High School students:

- Counselor completes Adult Credit Permission SDPBC Form 1696
- Coordinator/Teacher completes Adult Registration SDPBC Form 1700
- Coordinator/Teacher completes Adult Enrollment SDPBC Form 1701

**State Board of Education Rule 6A-6.020 (1) prohibits, subject to an exception, the use of the Adult High School Credit program to qualify for high school graduation at an earlier date than that on which he or she would have normally graduated through regular attendance in high school.**

Per State Board of Education Rule 6A-6.014 (4), the following test, English language versions only, are approved to be used for placement of a student in Adult High School and shall be used according to standards established for test administration and interpretation set forth in Standards for Educational and Psychological Testing (APA, AERA, NCME, 1999) and with appropriate accommodations for students with disabilities, as specified in Florida Statute §1004.02(7).

Tests for Adult Basic Education Complete Language Assessment System- English (TABE-CLAS-E) (all active assessments as of the date of this rule) are used for the placement of a student enrolled in Adult High School.

### Credit Requirements [Florida Statute §1004.02 (4)]

The standards for adults to graduate with a high school diploma are generally the same as those general requirements for secondary students but exceptions are noted within Florida Statute §1003.43 (6).

**Exceptions: The physical education requirement is waived for the adult credit student. An elective credit may be chosen to substitute for the one credit in physical education. [Florida Statute §1003.43 (6) (a)] Any course listed within the Department of Education Course Code Directory in the areas of art, dance, drama, or music if offered may be undertaken by adult secondary education students.**

***Enrollment and satisfactory completion of such a course shall satisfy the credit in performing fine arts required for high school graduation.***

#### Determination of Appropriate Course Enrollment

Students, who wish to enroll in the school district's Adult High School Credit Program or in The Adult Education Center's Credit Lab, must first submit an official copy of their high school transcripts to a certified guidance counselor for review and determination of required courses for graduation. The student must then be provided with a list of courses that will satisfy the graduation requirements.

#### Awarding of Credits

Adult High School students may be awarded credit based on demonstrating mastery through earning a passing grade in student performance standards in the course of study and the competencies included in the District approved curriculum. (State Board of Education Rules 6A-6.020 and 6A-6.014(5)) Students must take the final examination which will count 20% of the grade.

An Adult High School Course Completion SDPBC Form 1086 must to be completed and submitted to the data processor in order for the student to receive a grade and credit.

#### Adult High School Diploma

All Adult High School diplomas must be issued through The Adult Education Center. Upon completion of credits required for graduation and attainment of a passing score on the FCAT, all material must be forwarded to the guidance department at The Adult Education Center, 2161 N. Military Trail, West Palm Beach, FL 33409 for the processing of diplomas.

**NOTE: An Adult High School graduation ceremony is coordinated by The Adult Education Center in conjunction with the regular high school graduations each year.**

### Credits for Military Service (State Board of Education Rule 6A-6.020 (3) (a))

High school credit may be awarded for educational experiences in the armed forces of the United States under the following conditions:

- (a) Two (2) units of elective subject credit, recorded as military training, may be granted to any individual who has satisfactorily completed a minimum of one (1) full year of service in the armed forces, as evidenced by documentation provided by the armed forces.
- (b) Correspondence courses in high school subjects taken under the auspices of the United States Armed Forces Institute may be accepted for credit, provided bona fide certificates of course completion are presented showing the necessary information for proper evaluation of the credit to be awarded.
- (c) Organized courses of instruction completed in special schools operated by the armed forces may be accepted for credit, provided documentary evidence of course completion is submitted, and provided further that the amount of credit awarded in each case shall be in accordance with recommendations of the American Council on Education, as contained in the Council's publication, "A Guide to the Evaluation of Educational Experience in the Armed Services."
- (d) Local school officials may not award more than eight (8) credits toward high school graduation based on military experiences and course work completed while in the armed forces.

### **CO-ENROLLED CREDIT PROGRAM (Credit Lab)**

A co-enrolled student is one who is currently enrolled in a 9<sup>th</sup>-12<sup>th</sup> grade high school program who is taking credit courses required for high school graduation through adult education. (State Board of Education Rule 6A-6.011 & 6A-6.014 (2)) and [Florida Statute §1004.02 (6)]

### Entrance Criteria

- Any 9<sup>th</sup>-12<sup>th</sup> grade student wishing to enroll in the Co-Enrolled Credit Program must meet with his/her high school guidance counselor to identify the course(s) needed.
- An Adult High School Course Permission PBS Form 1696 needs to be signed by the high school counselor, the principal or designee, the student, and the student's parent (s) or guardian or emancipated student and must be presented at the time of registration. This form identifies the credit course necessary for graduation.
- Co-enrolled students do not have to take a state-approved assessment test (Test of Adult Basic Education (TABE) 9/10) before taking academic classes in adult education. (State Board of Education Rule 6A-6.014, FAC)

## Entrance Procedure

The following forms are required for all co-enrolled students:

- Counselor completes Adult Credit Permission SDPBC Form 1696
- Coordinator/Teacher completes Adult Registration SDPBC Form 1700
- Coordinator/Teacher completes Adult Enrollment SDPBC Form 1701

For a complete listing of courses available, contact the Adult and Community Education Department or visit the web site at [www.palmbeachschools.org/ace](http://www.palmbeachschools.org/ace).

## Awarding of Credits

Co-enrolled students may be awarded credit based on demonstrating mastery through earning a passing grade in student performance standards in the course of study and the competencies included in the District approved curriculum. (State Board of Education Rules 6A-6.020 and 6A-6.014(5)) Students must take the final examination, which will count 20% of the grade.

An Adult High School Course Completion PBSO Form 1086 needs to be completed and submitted to the data processor in order for the student to receive a grade and credit.

## Awarding of Diplomas

High School Diplomas Awarded to Students Graduating from this Program:

The School District of Palm Beach County will certify completion of a course of study for co-enrolled students with one of the following from their attending school:

1. Standard Diploma –awarded to students who meet all criteria established by the School Board and state law. [Florida Statute 1003.43 (10) (a) and 1003.429 (9)] (State Board of Education Rule 6A-1.0995 (1))
2. Diploma with Academic Honors—awarded to students who meet all criteria established by the School Board and state law for a regular diploma and who have an unrounded cumulative honors grade point average of at least 3.5 and a minimum combined score of 1270 on the critical reading and math sections of the SAT or minimum composite score of 28 on the American College Test (ACT)
3. Special Diploma- awarded to students who complete an appropriate course of study and satisfy all applicable School Board and state requirements for students with disabilities. [Florida Statute § 1003.438] and (State Board of Education Rules 6A-6. 109961 and 6A-1.0995(2))

OR

Certificate of Completion [Florida Statute § 1003.428 (7) (b)]

4. Standard Certification of Completion – awarded to students who meet all criteria established by the School Board and state law except for passing the required state assessment and/or the required 2.0 minimum 2.0 cumulative grade point average. [Florida Statute §§ 1003.428 (7)(b); 1003.43( 10)(b) and 1003.438] (State Board of Education Rules 6A-1.0995 (3))

### Accommodations

All adult education students are encouraged to self-identify any disability in order to receive appropriate accommodations for any and all programs, provided that the student can produce official documentation identifying their disability.

### **GENERAL EDUCATIONAL DEVELOPMENT (GED) TESTS**

[Florida Statute §§1004.02 (17) & 1003.435]  
(State Board of Education Rule: 6A-6.021)

Upon successful completion of the GED Tests, a person is awarded a State of Florida Equivalency High School Diploma.

### Eligibility

A person who is not currently enrolled in a secondary school shall:

- Be at least eighteen (18) years of age at the time of examination.

And

- Reside in the State of Florida at the time application is made.

Exception: Persons 16-17 years of age who have withdrawn from school and have been granted an Age Waiver by the Palm Beach County Superintendent of Schools or designee. A General Educational Development (GED) Age Waiver Applications (PBSD Form 0944) may be obtained from a community school offering a GED instructional program.

Individuals may register for the GED Test at any community school, listed in the GED testing program found at this website: [www.palmbeachschools.org/ace](http://www.palmbeachschools.org/ace). An applicant must complete an application form and at the time the application is filed pay the testing fee as established by the District. The fee shall be in an amount of not less than the total national and state required fees nor more than seventy (70) dollars for each candidate taking the entire test battery consisting of the five (5) GED Tests. The applicant must also present one of the following:

- ▶ a valid Florida Driver's License or

- ▶ a Florida Identification Card or
- ▶ a valid passport (If presenting a passport, applicant must provide proof of residency, in the State of Florida i.e. utility bill or tax record to document address) or
- ▶ a military ID

State Board of Education Rule (SBER) 6A-6.021 allows for the awarding of a State of Florida High School Equivalency Diploma to a candidate who meets the requirements of the Rule and who attains a standard score of 410 or above on each of the five GED Tests with an overall average of 450 (or total score of 2,250). Candidates may retake one or more subtest, for a fee of not less than the total national and state required fees nor more than sixteen (16) dollars shall be paid by the candidate for each retake of the Writing Skills test nor more than fourteen (14) dollars shall be paid by each candidate for each retake of the social studies, science, reading and mathematics tests, as allowed by SBER 6A-6.021.

### **Special Accommodations**

[www.fldoe.org/workforce/ged/pdf/ged\\_accommodation\\_manual.pdf](http://www.fldoe.org/workforce/ged/pdf/ged_accommodation_manual.pdf)

Special Accommodations to the GED Test are available to candidates who self-identify and provide current documentation with diagnosed disability, according to the American Disabilities Act (ADA, 1990) [Florida Statute §1004.02(3) & (7)]. Under the ADA, testing agencies are required to provide reasonable accommodations to individuals with disabilities.

When warranted by the documentation, GED Testing Service (GEDTS) provides one or more of the following accommodations:

1. Extended time (amount of time must be specified)
2. Audiocassette
3. Braille
4. Private room
5. Supervised frequent breaks (time on and off must be specified)
6. Calculator (for Part II of the mathematics exams, as all candidates are entitled to utilize a calculator for Part I)
7. Interpreter
8. Scribe
9. Other

Accommodations that would fundamentally alter what the GED Tests are intended to measure will not be authorized, nor should accommodations that jeopardize test security or that unduly compromise the standardized nature of the GED Tests.

Candidates requesting accommodations due to disability must complete one or more of the following forms developed by the GED Testing Service (GEDTS) and obtained from the Department of Adult Education:

- Request for Testing Accommodations – Physical Chronic Health
- Request for Testing Accommodations – Emotional/Mental Health Disability
- Request for Testing Accommodations – Learning and Other Cognitive Disabilities
- Request for Testing Accommodations – Attention Deficit/Hyperactivity Disorder

Approval for accommodation(s) is reserved to the Florida Department of Education.

## **ANNUAL REPORT**

Each district school board must annually publish in the local newspaper, and report in writing to the State Board of Education by September 1 of each year, the following information on the prior school year [Florida Statute §1008.25(8)(b)]:

The provisions of this section relating to public school student progression and the district school board's policies and procedures on student retention and promotion. [Florida Statute §1008.25(8)(b)1]

By grade, the number and percentage of all students in grades 3 through 10 performing at Levels 1 and 2 on the reading portion of the FCAT. [Florida Statute §1008.25(8)(b)2]

By grade, the number and percentage of all students retained in grades 3 through 10. [Florida Statute §1008.25(8)(b)3]

Information on the total number of students who were promoted for good cause, by each category of good cause as specified in paragraph (6)(b). [Florida Statute §1008.25(8)(b)4]

Any revisions to the district school board's policy on student retention and promotion from the prior year. [Florida Statute §1008.25(8)(b) 5]