

Section 5

THE ADULT EDUCATION PROGRAM

OVERVIEW

The adult education program at American Adult and Community Education Center and its campuses is prepared to serve the wide diversity of educational needs, which exist in the South Florida community. The community's educational needs are served by the programs enumerated below.

PROCEDURES FOR INSTRUCTORS OF ADULTS WITH DISABILITIES (A-SNAP)

M-DCPS has the responsibility to provide certified teachers for the Education of Adult Students with Disabilities Program. Appropriate certification is required as outlined in the Florida Course Code Directory and Instructional Personnel Assignments, including the area of exceptional student education (ESE). Although ESE certification is preferable, it is not a requirement for teachers who instruct adults with disabilities unless the course taught requires specialized certification.

The supervision, evaluation, and observation of teachers assigned to off-campus sites are the responsibility of the adult center. Part-time teachers will be evaluated through visitations of the classes by an adult center supervisor to insure professionalism and integrity of instruction. Dialogue between the teacher, the site supervisor, and the school administrator is essential.

The teacher's schedule is an agreement between the teacher and the school administrator determined by the needs of the agency. When a teacher is absent from a class and the class does not meet, the teacher may not make up the class. In case of an absence from class, the teacher will contact the site and the principal or designee at the first available opportunity. If a teacher is going to be tardy for class, it is his/her responsibility to call the site and inform them of the approximate time of arrival. Work hours reported to the adult center must accurately reflect the tardiness.

Teachers are responsible for each client's annual Adult Individual Education Plan (AIEP) and the Addendums to accompany the AIEP. AIEP's and Addendums must be presented for accuracy within the timeline that is established for validity. Teachers should maintain current AIEP copies at the off-campus site to use in lesson planning, while the signed original is maintained at the adult center. Each AIEP and Addendum must comply with all state and district guidelines.

GENERAL EDUCATIONAL DEVELOPMENT (GED)

The *GED* test is a battery of five tests offered in English or Spanish. The five tests are social studies, science, math, interpreting literature and the arts, and writing skills. Writing skills consists of two parts, English and Composition. Successful passing of these will result in the award of a State of Florida High School Equivalency Diploma. The entire test takes approximately seven hours.

1. PRE-GED TEST PREPARATION COURSE

These courses are designed to diagnose those basic skills that students lack in order to adequately prepare them for entrance into *GED* courses.

2. GED TEST PREPARATION COURSE

Courses are offered Monday through Thursday. No fee is charged for the course.

3. REQUIREMENTS TO TAKE THE GED TEST

MINIMUM AGE - A candidate shall be at least 18 years of age at the time of application. Under the following conditions, a test candidate 16 or 17 years of age may be administered the *GED* battery if he or she:

- a. has been legally withdrawn from high school, and is requesting to be tested with parental consent, or.
- b. Is a concurrently enrolled high school student requesting testing with parental consent, plus a conference with a home school counselor prior to or the test. Following successful completion of the test, the student can no longer be counted for membership in any school program in the State of Florida. All candidates under 18 years of age must see an adult education center counselor before taking the *GED*.
- c. candidates must be residents of the State of Florida.
- d. must pass a practice test to be eligible for a *GED* Age Waiver.
- e. must complete an age waiver request to be sent for approval from the administrative director of School Operations.
- f. must present original social security card.
- g. must provide picture I.D.

GED APPLICATION

Candidates must complete the State Application Form AE-7. Information requested on the application refers to essential personal data, education, training, records, and residence. There is a \$50 fee for taking the test. There is a \$10 charge for the writing skills retest, and a \$10 charge for each retest in social studies, science, interpreting literature, arts, or math. Students who fail no more than two subjects of the test battery need to retake only that portion of the battery failed. If a student fails more than two parts, the entire battery must be retaken.

ADULT HIGH SCHOOL PROGRAM

Adult high school completion courses are offered for persons 16 years of age and older who are not able to attend the regular day school program, or who need to make up courses in order to graduate from high school. Before enrolling into High School completion classes, an adult High School student must complete the Survey form of the *TABE* test. Adult high school classes are competency-based, and designed to allow the individual to work at his/her own pace and level of achievement. Students must have 45 contact hours for half credit classes and 90 contact hours for a full credit class.

High school requirements for graduation are the same as in senior high schools. In addition to the course requirements listed on the following page, graduation requirements include demonstration of mastery of the Florida Comprehensive Assessment Test (FCAT). Dates for this test will be announced in advance. It is the responsibility of the student to register to take the test.

HIGH SCHOOL GRADUATION REQUIREMENTS 2007-2008

Language Arts: 1 credit classes

- English I/ESOL I
- English II/ESOL II
- English III/ESOL III
- English IV/ESOL IV

Mathematics: 1 credit classes

- Algebra I/Pacesetter Math I
- Geometry/Inf. Geometry/Pacesetter Math II
- Pre-Calculus/Calculus

Social Studies: 1/.5 credit classes

- World History
- American History
- American Government
- Economics

Science: 1 credit classes

- Earth Space Science/Integrated Science I
- Biology/Integrated Science II
- Physical Science/Chemistry/Integrated Science III

Required Electives: 5 credit classes

- Fine Arts
- Practical Arts
- Personal Fitness
- Any other sr. high P.E.

Other Elective Credits: 8.5 credits

1. _____	7. _____
2. _____	8. _____
3. _____	9. _____
4. _____	10. _____
5. _____	11. _____
6. _____	12. _____
_____	_____

Other Requirements

- Passed: HSCT/FCAT
- Communications
- 2.0 GPA
- Computer Literacy

Students must have a cumulative grade point average of 2.0 on a 4.0 scale.

For life experience elective credits, home and family experience or job experience may be used to obtain a maximum of 5 credits. A maximum of 2 credits may be granted for military training. Life experience, to be acceptable, must be:

- relative to subjects traditionally taught in high school programs
- at a level of achievement equal to a higher level than is considered high school
- specific learning compared to that acquired in a high school program
- identifies as having been used in pursuing a profession Students should be able to describe the learning, which has occurred in their life experiences. Documentation may include letters from employers, which specifically detail the work experience and verify employment. (540 hours of life experience = 1 credit)

When all requirements are met, the counselor will review the student's transcript and approve it. A diploma will then be ordered, granted, and presented.

GRADING POLICY

Adult education courses are contact hours and competency based. Grades and the awarding of credit are based solely upon the completion of the stated course competencies (Student Performance Standards) and class attendance.

No grade will be awarded until the student has demonstrated successful completion of all course competencies.

The determination of a specific grade a student receives must be based on the teacher's best judgment after careful consideration of all aspects of each student's performance and on contact hours required for the credit.

Upon the completion of a competency in a high school credit program, the following academic grades are used:

A	90-100	OUTSTANDING
B	80-89	GOOD
C	70-79	SATISFACTORY
D	60-69	MINIMAL
W	BELOW 60 0-59	WITHDRAWAL "F" is not used

FINAL GRADE

The student's final grade shall be determined as follows:

- 80% value for the course competencies.
- 20% value for the final exam.

Teachers are required to distribute progress reports and notify a student anytime a student is in danger of not completing a class with the grade of "C" or above.

PROCEDURES REGARDING CHEATING BY STUDENTS

Cheating and plagiarizing are unacceptable behaviors and a violation of the Student Code of Conduct. Where it has been established that a student has been dishonest with regard to an assignment or examination, disciplinary action will be taken.

ATTENDANCE POLICY

It is American Adult and Community Education Center's belief that no factor is more important to a successful course completion than regular school attendance.

The trimester (three-fifteen week periods) is an administrative structure in which to place students. Consequently, it is the responsibility of the adult education student to manage attendance in class as necessary to complete the competencies in a timely manner.

ADULT VOCATIONAL EDUCATION PROGRAMS

Vocational programs are designed to relate training to specific occupational goals. The training is more inclusive than job skills. Courses offered also develop general abilities, understandings, attitudes, work habits, and appreciations, which may contribute to a satisfying and productive life.

Preparatory programs

Train individuals for initial entry into an occupation. Federal and state regulations require follow-up studies to collect job placement data from those of who complete the programs.

Courses for currently employed

Some vocational courses are available at American Adult and Community Education Center. Check with the main office. There is a fee charged for all vocational courses; however, fee waivers are available based upon economic need and available funding.

ADULT BASIC EDUCATION (ABE) AND ABE ESOL

Following are the provisions for *ABE* in Florida:

1. To provide as needed and desired, basic education to all adults, including the disadvantaged, disabled, institutionalized, non-English speaking persons, and other needy groups.
2. To provide programs of English for Speakers of Other Languages (*ESOL*) to adults in districts where needed, and where bilingual programs exist in the K-12 and Vocational Education Programs under Title VII, ESEA of 1965, and the Vocational Act of 1963, and to coordinate the Adult Bilingual Program, with K-12 and Vocational Bilingual Programs.
3. Adults enrolled in adult basic education and *ESOL* programs may not be charged tuition, fees, or any other charges, and can not be required to purchase any books or other materials which are needed for participation in the program. Emphasis in Miami-Dade County Public Schools *ABE* offerings is placed on programs to aid adults who are functionally illiterate and who lack the necessary skills to obtain employment to become more productive and responsible citizens.
4. Recruitment efforts are directed toward enrolling those adults who lack employment skills and who are most in need. Adult living skills and responsibility are used in the learning process. Questions related to the *ABE* and *ESOL* program should be directed to the assistant principal for curriculum.

ESOL TESTING PROCEDURES

This department tests all adult students for **ESOL, Citizenship, Child Care/CDA, Computers and Spanish GED**. In addition, this department also does exit testing for **English GED/ABE students**. The *CASAS*, *TABE PC* and *SABE* examinations are used for the above named classes. This department adheres to the information provided in the “Adult and Vocational Testing Procedures” manual.

Listed below are the testing procedures followed in the *ESOL* Department for the **ESOL, Citizenship, Child Care, Computers and Spanish GED** Students:

1. Students are asked to come in person to sign up for a pre-test. When students come in they are given a registration form to fill out and they must present a valid picture identification card along with their Social Security card if they have one. The students are then scheduled for the next available test date on the Entrance Test Sign-In Sheet. When the registration form is complete the test date is written on the top right hand corner of the form. In addition, the document number of the picture ID presented is written in the appropriate place on the form. The form is then kept with the Sign-In Sheet. The student is then given a purple Appointment Slip to bring on the day of the test along with a picture ID.
2. Prior to the testing session, the student’s data is put into the *VACS* system and the testing and LCP records are researched and noted in the designated area on the student’s application.
3. On the first testing day, necessary materials are removed from the locked cabinets in the back of the media center.
4. When the students arrive on the day of the test, they are given their registration form and their picture ID is re-verified with the document numbers written on the registration forms.
5. Ms. Perez and Ms. Morales then administer oral interview for each student in order to determine the correct test, taking into consideration any prior test data. Students are then directed to the designated testing room.
6. The students are then seated at every other desk.
7. When the testing session is beginning, test books are distributed with the book number being written on the answer sheet and registration form.
8. When students have completed their tests, the book number is verified with the number written on the answer sheet and registration form. The registration forms are reviewed with the students. They are then given a blue slip with information as to when to return for their results, ID fees and textbook requirements. All students who do the *CASAS Appraisal test* are informed as to when to return to take the *second part of the test*.
9. When all test books have been collected, they are returned to the secured testing cabinet.
10. The next day, all *CASAS* tests are scanned using the Scantron machine and the scoring charts are used to find the scale score for each student.
11. *TABE PC* is used for all students taking Vocational classes and *ABE/GED* classes. *TABE PC* is administered in Room 258 on a nightly basis. Those students taking

- the *Complete Battery* must first take the *Locator* test and return the next day for the *Full Battery*. Those who only need to take the *Survey* version are allowed to take both the *Locator* and *Full Battery* on the same night. Test results are printed for each student individually upon completion of the test.
12. Any Paper/Pencil *TABE Complete Battery* or *TABE Locator* tests are scanned using the *Test Mate* software. A Class list report is printed in addition to a *Student Multi-Reference Report* for each individual student.
 13. According to test results, students are then registered in the appropriate class. The student schedules and test results are filed in an accordion file until the students pick them up on the designated day.
 14. The *SABE* Test is administered to Spanish *GED* students over a period of two days. Students complete the Vocabulary and Reading parts of the test on the first day of testing and return the next day to complete the two mathematics portions of the test. The *SABE* test is also scored manually. Upon completion of the test students are allowed to register for the classes in the main office
 15. Finally, test results are input to the *VACS* system.

Below are the procedures followed for the exit testing of *GED/ABE* students:

1. Students are referred for exit testing by their teachers. Both the teacher and the student sign the *TABE* Exit Test Application. The application is then turned in to the Counselor for approval. The student is then asked to return on the next available test date to pick up the signed application and report to the designated testing room.
2. Upon completion of the test, the student's answer sheet is returned to the counselor along with the application.

GUIDELINES FOR STUDENT TESTING Barbara Goleman

Placement testing occurs on a daily basis, Monday through Thursday from 5:00 pm to 9:00 pm during the entire trimester at the Barbara Goleman Campus. Post testing for *ABE* classes is scheduled at the end of each trimester when wanted. Post testing for *ESOL* classes is scheduled at the end of each term using district approved "checklist" tests to accommodate competencies for each level. The following information briefly defines the test distribution and storage procedures related to state and district guidelines on test security and maintenance at the Barbara Goleman satellite campus of American Adult and Community Education Center: Our test chairperson, Mr. Axel Mendoza verifies the accuracy of all tests material shipments and places all materials in a secure locked storage area. The test chairperson assumes responsibility for the distribution, collection, and return of all test booklets and test-related materials for all testing sessions. At the conclusion of each testing session, the test administrator and/or proctor(s) individually collects all testing materials from each student. The test administrator is accountable for all testing materials (test booklets, answer documents, calculators, and scrap papers). All test materials are counted and returned to the designated locked storage area at the end of each test session. Our test chairperson then verifies the accuracy of all total counts.

STUDENT SUPPORTED CLASSES - COMMUNITY SCHOOL PROGRAMS

Those classes/activities which are needed to meet the educational needs of the community and which cannot be supported by tax dollars are funded as community school classes. The instructor's salary, district cost (25%), and all disbursements for class supplies and expenses must be generated by the fee charged.

Prior to initiating a student-supported class, the course title, overall cost, and student cost must be filed with the school district and approval granted.

Note: Any general adult or vocational class, which is able to generate state funding, must do so.

DISTRICT GRANT PROGRAMS (9048 or 9595)

These programs are non-credit instructional programs similar to state-funded Community Instructional Services (CIS) programs, but are funded totally with local revenue from Miami-Dade County Public Schools.

Each year, the budget for local centers is determined by a written funding proposal and by the availability of local and state revenue.

STUDENT SERVICES DEPARTMENT

Counseling services are available from 2:30 - 9:00 PM, Monday through Thursday; Friday, 9:30 - 4:00 PM. Each student is counseled for appropriate placement. If a student is deemed to be inappropriately placed or behaves disruptively in class, individual counseling may be desirable. A wide range of services is available for students. These include:

1. Assessment/Counselor Center
2. Academic Advisement
3. Vocational Counseling
4. Personal and Family Counseling
5. Student Motivation/Goal Clarification
6. Courses and Program Selection
7. *GED* Placements, Counseling and Review
8. Community Resources and Referral

FEE WAIVERS

Fee waivers for vocational classes are awarded on the basis of documented proof of economic need. No fee waiver is given for general adult education classes. Ms. Flavia Cabral is the person with whom students must consult in order to secure a fee waiver.

REFUND POLICY

The Refund Policy for the adult education program is set by the School Board, and computerized as part of the registration system. The following is an overview of the Refund Policy:

1. Refund Policy - STUDENT WITHDRAWALS:
 - a. Before the class begins - FULL REFUND.
 - b. Withdrawal within 14 calendar days after the class begins 50% REFUND.
 - c. After 14 calendar days of the start of the class - NO REFUND.

2. Refund Policy - ADMINISTRATIVE WITHDRAWALS:
 - a. Disciplinary reasons - NO REFUND.
 - b. Closed - low enrollment - The student may transfer to another course, transfer to another center, or receive a refund.
 - c. CLOSED FOR ADMINISTRATIVE REASONS – FULL REFUND.
 - d. Refunds must be paid by checks and mailed within five days after the treasurer receives the application.

STUDENT EXPULSION

Expulsion is defined as the removal of the right and obligation of a student to attend public school under conditions set by the School Board. The School Board of Miami-Dade County, Florida, has ruled that an expulsion request be mandatory for:

1. Arson
2. Aggravated assault
3. Possession and/or concealment of weapons
4. Sale or distribution of mood modifiers or drugs
5. Continuous disruptive behavior

The student code of conduct addresses expulsion.

STUDENT DRESS

By their dress and appearance, American Adult and Community Education Center students emphasize to all, their serious concern for the maintenance of a proper school environment. In this regard the following dress regulations will be enforced:

1. Students are expected to wear appropriate business-like school attire. Students inappropriately attired will be sent to an administrator and/or asked to leave the campus.
2. Students are not permitted to wear the following apparel to school:

- a. No metal cleats
- b. No clogs, flip-flop shoes, sandals, bedroom slippers, or shoes without straps. No tap shoes.
- c. No written messages, pictures or symbols on clothing which portray ideas which are inimical to the health, safety, and welfare of students; i.e. messages which relate to drugs, smoking, alcohol, sex and profanity.
- d. No shorts or skorts. Capri pants are acceptable. Spandex and leggings must be properly layered.
- e. No tube tops, bare backs, bare midriffs, or sleeveless undershirts. No see-through shirts without an undershirt.
- f. No headgear, i.e., hats, caps, bandanas, scarves, skullies, etc.
- g. No sunglasses inside the building.
- h. No oversized or dangerously baggy pants.
- i. No clothing or accessories, which pose a danger to health, safety or welfare: large jewelry, loose chains, ripped or torn clothing, etc.
- j. No clothing or accessories, which pose a danger to health, safety or welfare: large jewelry, loose chains, ripped or torn clothing, etc.
- k. Additionally, no cell phone or iPod-like devices are to be used in the building. They are to be out of sight and on silent at all times inside the building.
- l. No clothing with metal studs, ornaments, or other objects, which can scratch furniture or damage property.

The administrative staff will reserve the right to assure and maintain proper dress attire.