

## **ADULT EDUCATION ADMISSION AND CREDIT**

The Gorham School Committee recognizes that it is in the best interest of some students at Gorham High School to have the alternative of completing course work through adult education. The intent of this policy is to outline guidelines for admitting adults and youth to the adult education diploma program.

### **I. Criteria for Admission and Awarding of Credits**

State law provides for admission to Adult Education programs for any Maine resident 17 years of age or older who is not pursuing a full time high school diploma program. Waivers may be granted to persons under 17 years of age when documentation is provided that Adult Education is the best educational option.

#### **A. Criteria for Admission of Adults**

Adults are defined as persons 17 years of age and older whose high school class has graduated.

1. Adults may enroll in appropriate adult education diploma classes by participating in an interview, testing and a goal setting process with the Adult Education Director or designee.

#### **B. Criteria for Admission of High School Age Students**

High school age students are defined as persons whose high school class has not graduated.

1. Students must submit written documentation that they have formally withdrawn from their day school program.
2. Students must participate in an interview, testing and goal setting process with the Adult Education Director or designee.
3. When documentation is provided that Adult Education is the best educational option, the Adult Education Director may accept Gorham students under the age of 17 into the Adult Education diploma program. A waiver must be signed by the parent, the Guidance Director, the High School Principal, and the Superintendent indicating their knowledge of the arrangement.

#### **C. Awarding of Credits**

All academic courses are designed to fulfill requirement for 1 credit hour per semester, unless otherwise noted in the course descriptions. One credit hour classes will meet for a

minimum of 45 hours per semester.

## II.Criteria for Admission and Credits for Gorham Day School Students

Gorham High School students who meet the following criteria may take one course per semester at GCVCE for a total of 2 credits toward graduation from Gorham High School. Full time day students may not graduate from GCVCE.

### A. Criteria for Admission

1.Students must be at least 17 years old and a high school senior.

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2.Students must be carrying a full schedule of high school classes.

3.Students must be in their 5<sup>th</sup> year or more of high school.

4.Acceptance to the diploma program is based on:

- a. A review by the Adult Education Director and a day school administrator of the academic and discipline records of the student.
- b. An interview with the Adult Education Director.
- c. Approval by the parent(s), if under 18, Guidance Counselor, Adult Education Director, High School Principal and Superintendent.
- d. A written statement by the student documenting why this course is an appropriate educational option for meeting their high school requirements.
- e. The student's and, if the student is under 18, the parent's signature on a "Student Contract" which outlines the criteria for receiving credit and behavior requirements.

5.A waiver may be granted for students who do not meet the above criteria when documentation is provided that Adult Education is the best educational option. The waiver must be approved by the High School Principal, the student's guidance counselor, and the Adult Education Director.

6.Students who have been expelled from Gorham High School or who are under long-term suspension will not be admitted.

7.Students may not take an Adult Education class to replace a class that they are currently failing.

8. Day students needing special services are required to access those services from day school resources. The student's day school program is responsible for making the needed arrangements.

9. Courses will not be developed and/or run solely for high school students.

10. High school students are not eligible to take External Credit Option programs.

#### B. Credits

1. All core courses are designed to fulfill the requirements for 1 credit hour per semester. Students are required to demonstrate minimum competency in the performance standards defined for each course. These standards reflect Maine's Learning Results and Gorham Curriculum Standards.

2. Students must attend a minimum of 45 hours of instruction per course. They will be considered to have completed the course at any point thereafter when they are able to demonstrate minimum competency in the performance standards. A maximum of 90 hours of instruction will be offered to assist them to reach these standards.

3. Upon demonstration of competency, GCVCE will recommend a grade and credit amount to the High School Principal.

#### C. Enrollments from Neighboring Towns

1. It is the purpose of the Adult Education Program to provide services to residents of Gorham. No active day program student from a neighboring town will be allowed to participate in adult education programs without a Superintendent's referral from the neighboring district, stating the following:

- a. the need for diploma completion;
- b. unavailability of an appropriate adult program in the sending district;
- c. acceptability of credit for the adult program stated;
- d. the commitment from the sending district to pay to Gorham public schools one tenth (.1) of the current per student subsidy allocation for secondary students as tuition for each course.

2. Students referred under the above conditions will be placed on waiting lists prior to the start of any adult education schedule, and will be notified if space is available in the course selected. Priority will be given to residents of Gorham.

### III. Graduation Requirements

- A. Students whose original graduating class would have been 2004 or after must complete a minimum of 22 credits with the following core requirements:

- four (4) credits in English
- three (3) credits in math
- three (3) credits in social studies including

- one (1) credit in US History or American Studies
- one (1) credit in Social Science and Public Policy or its equivalent
- one (1) additional credit

- three (3) credits in science
- one (1) credit in physical education
- one (1) credit in technology
- one half (½) credit in health

For a total of 16 ½ core requirements and 5 ½ elective credits.

- B. Students whose original graduating class would have graduated between 1981 and 2003 must earn 19 credits for a diploma with the following core requirements:

- four (4) credits in English
- two (2) credits in social studies (1 US History is suggested)
- two (2) credits in math
- one (1) credit in science
- one (1) credit in technology
- one (1) credit in fine arts

For a total of 11 core requirements and 8 elective credits.

- C. Students whose original class would have graduated before 1981 are required to earn 16 credits for a diploma with the following core requirements:

- four (4) credits in English
- one (1) credit in social studies (1 US History is suggested)
- one (1) credit in math

For a total of 6 core requirements and 10 elective credits.

Adopted: May 10, 2000

Reviewed: May 14, 2003

