

# *Wakulla County Adult Education*

WAKULLA COUNTY SCHOOL BOARD  
COUNTY DISTRICT OFFICE



*Adult Student Handbook*  
2021—2022



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## Director's Message

f of the faculty and staff of the Wakulla County Adult and Community Programs, we welcome you. We realize it is not easy for adults to o we hope we can help make this a smooth transition. Our staff will ass possible as you start and achieve your educational goals.

you to have pride in our school as you become a part of the Wakulla Co ucational System. We wish you success as you start this new endeavor.

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## Wakulla County School Board

Superintendent of Schools

Robert Pearce

School Board Members

Verna Brock      District 1

Melisa Taylor    District 2

Cale Langston    District 3

Joshua Brown    District 4

Joann Daniels    District 5

Coordinator of Adult Education Programs

ous and appropriate education that results in success for all st

## IMPORTANT GED TESTING INFORMATION

for the test you must be at least 18 years old or have the appropriate paperwork s  
y the Adult Education Administrator in order to test. Go to **www.MYGED.com**  
he prompts. The cost of the test is \$128 for the Full Battery or \$32 per part (4 parts  
credit card when you register for the test online. The test is administered by Pe  
e the adult education office when you receive your test scores.

## akulla Adult & Community Education Class

education is provided at WCSB's County Office and throughout the community. It  
as GED adult testing, continuing education classes and classes for adults with dis

akulla Adult & Community Education Program strives to make available learning and  
al activities for all ages throughout the year. If there is not an activity or class in th  
sts you, please call and indicate what you would like to see offered. If there are  
erested in that class, we will do our best to organize it, obtain an instructor or activ  
le the class at a time and place that is convenient to all.

## Payment and Refund Policies

ees are due at registration. However, a Payment Plan option is available for  
sses. A Payment Plan Request form must be filled out and approved by the  
rator. No refunds can be provided once a student has started classes. Refunds  
if a student did not start class. A request for refund form must be filled out  
istration fee will not be refunded. If a student wishes to return to class within  
ndrawn and original fees were kept by the school, the student may reenter by  
e registration fee only.

to school close  
to home in

**All courses are held at the  
WCSB District Office unless  
otherwise stated**

**GED is a national test that permits a student to receive the equivalent of a high school diploma upon successfully passing an examination. The diploma issued is the State of Florida High School Diploma.**

## **Placement**

- a. Florida does not require students who are sixteen ( 16) years or older to attend high school. The adult program is designed to give further education to persons, sixteen ( 16) years of age or older, who are no longer attending the regular school program.
- b. To qualify for the adult program, a person must be sixteen (16) years of age and not currently enrolled in school.
- c. Students may enroll in adult education classes at any time and progress at their own pace. The granting of credit is based on actual attainment regardless of time spent in class.

## **Who can take the GED is a battery of four (4) tests:**

- a. The four (4) tests cover the areas of reading/writing, social studies, science, and mathematics.
- b. To take the test, a person must be eighteen (**18**) years of age or older and reside in the State of Florida at the time of application. Minor persons sixteen (16) or seventeen (17) years of age may, with parent/guardian's permission, take the GED only under extraordinary circumstances. **Approval of Superintendent or his designee** is required prior to registration by sixteen (16) or seventeen (17) year olds for examination. Persons sixteen ( 16) or seventeen ( 17) years of age must participate in pre and post-test career planning conferences through the regular high school counselor (if enrolled) or through the Adult Education Coordinator (if withdrawn).

## **Extraordinary circumstances may include:**

- Early admission to college, junior/community college, or university.
- Military enlistment. **NOTE: Some branches of the military may require a standard high school diploma to enlist.**
- Vocational training requirements.
- Documented emotional, psychological or serious difficulty prohibiting the student from attending regular classes.
- Serious financial need.
- Employment where a diploma is required.
- Enrollment in the High School Alternative Education Performance-Based Exit Option Program.
- Note: Students entering the GED program may not return to Wakulla High School.
- Adult students who have previously earned a Certificate of Completion may not enroll in the GED Program

through Language Arts, Mathematical Reasoning, Social Studies, and Science.

a County School Board offers and administers the GED in accordance with Florida Statute 1002.01. The Wakulla Adult Education Program offers GED preparatory classes to eligible students to earn their diploma through this option.

Students must be residents of Florida. Students must be 16 years of age to be enrolled in the GED program. Students under 18 years of age are required to attend 48 class hours and have written permission to take the GED test. Students must be withdrawn from high school before enrolling in the GED program. A Test of Adult Basic Education (TABE) test is administered at the time of enrollment to determine the functioning grade level of the student.

The GED test is administered thru PearsonVue. You will need to register at <http://myged.com> and take the test at any PearsonVue testing center in the state of Florida that offers the GED test. You may need to make prior arrangements with employers, transportation, etc., so you can get to the testing center for which you are scheduled, and to remain until the testing is completed. No electronic devices of any kind are allowed in the test area. **FEDERAL GUIDELINES PROHIBIT CELL PHONE USE AND ELECTRONIC DEVICES IN THE TEST AREA!** Fees are payable at the time of registration. A photo ID and social security card are required on the day of the test. Without these items, you will not be admitted to the test.

Students taking the GED must be at least 18 years of age on the date of the examination, except in extraordinary circumstances, as provided for in the rules of the School Board in which the candidate is currently attending school, a candidate may take the examination after reaching the age of 16.

## Instructor/Location/Time

WCSB Adult Education Office is  
NOW located at 126 High Drive  
In the WCSB Annex RM 19

Hours: Monday-Friday 7:30am - 3:30pm

### Classes

Monday, Wednesday & Friday  
7:45am-1:30pm

### Classes

Monday 5:00pm - 9:00pm at The Panacea  
Welcome Center  
Tuesday & Thursday 6:00pm-9:00pm

*Classes are at 126 High Drive location  
unless otherwise noted.*

## GED Test Pricing

|              |       |
|--------------|-------|
| Full Battery | \$128 |
| Single Parts | \$32  |

- Social Studies
- Science
- Reasoning through Language Arts
- Math Reasoning

### GED Registration:

You must register at: <http://myged.com>

### Passing Score Criteria

A score of 145 or higher on each section  
total score of 580 or higher on overall

an ancient system of practices utilizing movement into physical postures, and relaxation to develop the body, mind and spirit. Yoga increases flexibility, muscle tone, and vitality. It enhances feelings of well-being and calm. It brings greater awareness of how we move through life.

All ages, abilities, and fitness levels can benefit from yoga. All are encouraged to practice at their own level of comfort.

Meets at Sopchoppy Education Center, 164 Yellow Jacket Rd. in Sopchoppy  
Mondays from 4:00pm - 5:15pm—Gentle Beginners  
Wednesdays from 4:00pm - 5:15pm—Beginner & Intermediate

per session

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## with Ms. Iris

Do you like to learn to sew or brush up on your sewing skills? Come join us for "Sew with Ms. Iris". You will learn basic skills of sewing, threads, your sewing machine, how to read patterns and so much more. This is an activity where you can always learn something new! You can come to the Beginner Sewing Class or if you already know how to sew, you can join the Advanced Sewing Class. The classes are for all ages 18 years and older.

What is needed for the class:

Sewing Machine

Sewing supplies (information will be given the 1st class)

Class 1st and 3rd Mondays @ 6:00pm - 8:30pm

Classes will start in the Fall / Spring

Class 2nd and 4th Tuesdays @ 6:00pm - 8:30pm

Classes will start in the Fall / Spring

Classes held at: Wakulla Adult Education - Portable 006 (closest to Arran Rd)

Respective students must be oriented by the administrator or designee. Information and policies in this handbook shall be followed including dress code. The administrator may decide if eating or drinking in their classroom is allowed, but will be responsible for the enforcement of clean-up and disposal. Students have a 30min lunch and are encouraged to bring a lunch due to time constraints. Students leaving campus without permission may not return for the day and will be dismissed from the program. Once a student leaves campus they cannot return for the remainder of the day. All students leaving campus must notify the administrator or teacher.

Grade students must have permission prior to leaving. Students leaving campus without proper notification or approval may be dismissed from the program.

Profanity on school campus is unacceptable.

Keep your classrooms, bathrooms, and other campus areas clean by disposing of trash in the cans provided for this purpose.

Physical altercations on campus.

Smoking areas adjacent to the school are off limits during scheduled class hours. Smoking activities should only be performed in the bathrooms.

Classes are conducted on an individualized basis; therefore, talking and whispering should be in a low tone and in moderation and will concern class work only.

Alcohol, illegal drugs, and weapons are prohibited.

Sexual harassment will not be tolerated. Examples of sexual harassment include: sexual advances, flirtations or propositions, demands for sexual favors, requests for favorable treatment, unwanted sexually oriented remarks, verbal abuse of a sexual nature, graphic verbal commentary about an individual's body or appearance, coerced sexual acts of assault, physical contact such as grabbing, pinching, or touching unnecessarily, leering, whistling, or gestures of sexual nature.

All students, including those under 18 years of age are expected to be respectful. Should a discipline problem arise they will typically be given a letter of warning.

If the problem persists, the student's enrollment may be terminated.

## Visitors Policy

Visitors should report to the main office Located in Wakulla School District Administration Building. The Wakulla County School Board has a "Closed Campus" policy, which requires that anyone visiting the school campus obtain permission from the office. Anyone who enters the campus without this policy is considered trespassing and authorities may be contacted. Any student who is absent and attending any school in Wakulla County is prohibited from entering the grounds of another school center, during normal school hours, without the permission of the Administrator of the school in which he/she is enrolled. Student visitors are not permitted to remain on campus. Any such student who is brought to the main office. Students are not allowed to bring



must be 16 years of age or older. A high school diploma or equivalency maybe required for some programs.  
must take the Test of Adult Basic Education (TABE) for some programs.  
must fill out necessary registration papers, pay tuition and appropriate fees, if applicable.  
must read and sign Receipt of Handbook Verification form.

## Attendance Policy

Attendance is an important key to succeeding in the classroom. Research indicates that there is a high correlation between punctuality and attendance on the job. Business and Industry can function only if its employees are working. The same is true in the classroom. Our attendance policy is designed to provide realistic experience in good attendance habits. These are the minimum requirements for all programs:

Students registered in any class is expected to attend each time the class meets. Attendance will be reported by the teacher for each class. Absences will be reported from the first scheduled class date. A student is expected to remain in class during the entire class time.

Students for students in CareerSource will not be eligible for Adult Education until the attendance requirements for CareerSource have been met. Excessive absences will be reported. CareerSource absences result in loss of benefits.

Students enrolled in the GED Program who are 16 years of age and wish to retain/obtain their driver license or regular driver license, must meet the requirements as described in Florida Statute 322.28, and the Wakulla County Attendance Policy. These students are also required to be in attendance the entire time as well as meet the 8 class-hour rule before being allowed to take the GED Test.

Administrative procedures are in place for GED students who accumulate six (6) consecutive

## WCSB School Calendar Adult Education 2021—2022

### July

05 Independence Day Holiday

### August

16 GED Students Return

### September

06 Labor Day Holiday

22 Professional Development Day (No Student)

### October

18 Teacher Planning Day (No Student)

### November

11 Veteran's Day Holiday

22-26 Thanksgiving Holidays

### December

20-31 Christmas Holidays

### January

03 Teacher Planning Day (No Student)

04 Students Return

17 Martin Luther King, Jr. Holiday

### February

02 Professional Development Day (No Student)

21 Presidents' Day Holiday

### March

21-25 Spring Break

28 Teacher Planning Day (No Student)

29 Students and 9 Month Personnel

### April

No Scheduled Holidays

### May

19 Last Day of class for GED Night

20 Last Day of class for GED Day

eed limit is five (5) miles per hour.  
g campus without permission or in a manner which endangers other vehicles or pedes  
n loss of driving privileges.  
ering the school area, you consent to search of your vehicle by school officials or law en

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## Smoking/Possession of Tobacco Products

use or possession of any tobacco products, lighters or matches by students on campus  
or at any school-sponsored activity is prohibited. ANY student caught smoking or in  
e on school campus or within 1,000 feet of the school grounds will be charged and may  
e by State Law. Violations of this policy shall result in appropriate disciplinary action

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## Dress Code

g to the Wakulla County School Board Code of Student Conduct, a student  
d grooming in school shall meet standards of decency, modesty, personal hy  
d be conducive to maintenance of a proper educational  
ent. Accordingly, **extreme hair styles and make-up, excessively revealing  
umes or accessories which tend to distract fellow students in the p  
ucational activities or disrupt the normal activities of the school will  
ed.** The school administration reserves the right to

e whether a student's dress satisfies the School Board's dress code policy. The  
observed in Wakulla's Adult Education Program:

nt dress and grooming shall be neat and clean. Shoes shall be worn at all time  
nts may not wear midriff shirts or blouses, see-through tops, halters, backle  
s, crop tops, off-the-shoulder or strapless tops, muscle shirts or clothing that re  
garments. Undergarments must be worn at all times.

othing or jewelry shall be worn which displays profanity/obscenities, violenc  
ive symbols, sexually suggestive phrases, or advertises alcohol, drugs or tobac  
d.

asses are not permitted except with **doctor's written** recommendation.

orts, skirts, dresses or skirts shorter than knee length may be worn at school.

s, blouses or dresses must entirely cover the shoulder. This clothing must not b

lling. Spandex-style bicycle shorts, short shorts, running shorts, see-through

c-type shorts and pajama tops and/or bottoms are prohibited.

**ABSOLUTELY NO GANG ATTIRE eg; make-up, shirts, tattoos!**

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## Breakage or Damage

's County Office Annex is for the entire community. Adult classes are held on th  
p the campus as neat and clean as possible. Students who deface school property by  
walks and desks and break equipment, windows, bathroom stall doors or abuse scho  
ject to disciplinary action, including arrest for criminal mischief and payment of restit

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## Student Records

maintains a cumulative folder on each student. Student records are confidential and

the basis of a contract between the student and the school. While the provisions of this policy will ordinarily be applied as stated, the Wakulla County School Board reserves the right to change any provisions listed, including, but not limited to entrance requirements, courses of study, fees, rules and regulations, and the WCSB calendar, with individual students. Every effort will be made to keep students advised of such changes and to minimize the inconvenience such changes might create. Information on such changes is available in the school office. It is especially important that students know that they have the ability to keep informed of all changes.

| <b>Fire</b>   | <b>Tornado</b>   |
|---|--|
| <p>When the fire alarm sounds, students should evacuate the building in an orderly manner and follow the route posted in the classroom.</p> <p>Students should move quickly and quietly without pushing, crowding or running.</p> <p>Outside, students should move a safe distance from the building.</p> <p>Teachers will follow students out and close any doors.</p> <p>Teachers will remain with their students at all times during the drill.</p> <p>When the all-clear signal is given, teachers and students should return to classroom.</p> | <ol style="list-style-type: none"> <li>1. Upon notification of a tornado alarm, students should proceed immediately to the area designated to be used during a tornado. Safe areas are posted in each classroom.</li> <li>2. Students should leave their personal belongings in the classroom and move quickly and quietly without pushing, crowding or running.</li> <li>3. Students in portables should be taken to the nearest permanent structure.</li> <li>4. Avoid the gym, auditorium or any large open area for shelter.</li> <li>5. Students should kneel face down against a wall away from glass windows with knees close to the body and hands over head. The wall should preferably be a brick or concrete wall.</li> </ol> |

**Harassment**

Harassment of any kind, religious, sexual or racial to name a few, is considered undesirable behavior. It is the responsibility of each individual to respect the rights and integrity of others. It is the responsibility of all staff and students to report incidences of harassment witnessed or suspected to a person(s) of authority. Harassment on the basis of sex is a violation of Federal and State law and is prohibited by the Wakulla County School Board. Questions, concerns or complaints regarding this policy or a specific act of harassment should be brought to the attention of the Equity Officer, Angie Walker. The grievance procedure is available for resolution of issues. (WCSB Policy 2.70)

| <b>Accommodations Provided</b>   | <b>Drug Free Work Place</b>   |
|--|---|
| <p>Individuals needing reasonable accommodations to participate in and enjoy the benefits of school programs, and activities of the School Board are required to notify the administration at least 30 days in advance at the center at which the event is offered, in writing to request reasonable accommodations.</p> | <p>The School Board maintains a drug-free workplace. Drug abusers will be prosecuted as prescribed by the Drug Free Work Place Act of 1988. (WCSB Policy 2.90, 3.42 and 6.33)</p> |

its national anthem and flag, subject always to other existing pertinent laws of the states or of the state. When the national anthem is played, students and all civilians attention, men removing the headdress, except when such headdress is worn for religious purposes. The pledge of allegiance to the flag, "I pledge allegiance to the flag of the United States and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all," shall be rendered by students standing with the right hand over the heart. The pledge of allegiance to the flag shall be recited at the beginning of the day in each public elementary, middle, and high school in the state. Each student shall be informed by a written notice in the student handbook or a similar publication pursuant to s. 1006.07(2) that the student has the right not to participate in reciting the pledge. Upon written request by his or her parent, the student must be excused from reciting the pledge, including standing and placing the hand over his or her heart. When the pledge is given, unexcused students must show respect for the flag by standing at attention, men removing the headdress, except when such headdress is worn for religious purposes, as provided by Pub. L. ch. 77-435, s. 7, approved July 1959, and Stat. 377, as amended by Pub. L. ch. 77-806, 56 Stat. 1074, approved December 22, 1950.

### **Equity Officer**

The District appoints an Equity Officer to ensure compliance with Federal and State laws prohibiting discrimination. If you have any questions, concerns, complaints or suggestions about policies and/or procedures effecting employment or educational opportunities in the District please contact:

Angie Walker  
Executive Director of Human Resources  
Wakulla County School Board  
P. O. Box 100, 69 Arran Road  
Crawfordville, FL 32326-0100  
850-926-0065, ext. 9401    850-926-0123 (fax)  
E-mail: Angela.Walker@WCSB.US

### **NON DISCRIMINATION STATEMENT**

This policy applies to students, applicants for admission, employees, and applicants for employment. For more information, contact the District Office at:

The Board of Wakulla County, Florida does not discriminate in admission or access to its programs or employment in, its programs and activities on the basis of race, color, religion, age, sex, marital status, genetic information for applicants and employees, or national origin, prohibited by Federal and State law regarding non-discrimination. See 34 C.F.R. 101.11.06.9; 34 C.F.R. 110.25.

The School Board provides equal access to the Boy Scouts and other designated youth organizations.

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**Wakulla County School Board's County Office**  
**P.O. Box 100**  
**126 High Drive**  
**Crawfordville, FL 32326**

**Phone: 850-926-0065, ext. 9700**

**Or 850-926-1841**

**Fax: 850-926-3572**

**Email:**

**leslie.kelly@WCSB.US**