

STUDENT ENROLLMENT IN THE ADULT EDUCATION PROGRAM

State law provides admission to Adult Education programs for any resident 17 years of age or above who is not pursuing a full-time high school diploma program. Approval of the Sanford School Committee or its designee, the Director of Adult Education and others as noted below is required for the admission of persons less than 17 years of age to Adult Education programs.

The Sanford Community Adult Education Program will provide educational services to high school age students who have interrupted educations, with the following limitations:

- a. no student will be allowed to enroll in adult high school diploma programs in the same semester of his/her termination from the day program or for at least three months thereafter, except by the approval of the Adult Education Director, the Guidance Director, and the High School Principal.
- b. Students under the age of 17 will be allowed to enroll in an Adult Education program, with the approval of the parent, the Adult Education Director, the Guidance Director, the High School Principal, and the Superintendent of Schools

The Guidance Department of Sanford High School will promptly notify the Adult Education Office of all dropouts for the purpose of further counseling.

I. Students form 16-18 years of age

A. Enrollments from Sanford Public Schools

Students of senior status enrolled in a regular day program of study at Sanford High School may also participate in adult education programs to either supplement the regular day school program or to satisfy graduation requirements.

1. Students attending adult education programs for completion of diploma requirements shall be referred to adult education, stating the requirements to be fulfilled and the date of graduation.
2. It is the intention of this service to provide the opportunity for timely graduation, and the service should be limited to graduating seniors. Prior consultation with the high school guidance staff will be required to pre-approve acceptable course(s)
3. Credits and Criteria for Admission:
 - a. One full credit per 60 hr. course per semester will be granted
 - b. Acceptance to the diploma program is based on:
 - an interview with the Adult Education Director and/or the Adult Education Counselor
 - Approval by the parents(s) if under 18, Guidance Director, Adult Education Director, High School Principal and Superintendent
 - The student's signature on a "Student Contract" which includes the code of behavior

B. Enrollments from Neighboring Towns

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

1. A statement of need for diploma completion;
2. A statement of unavailability of an appropriate adult program in the sending district;
3. A statement of acceptability of credit for the adult program stated
4. The commitment from the sending district to pay to Sanford Public Schools one tenth (.1) of the current per student subsidy allocation for secondary students as tuition for each course.

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 Sanford/Springvale.

C. Students not presently enrolled in day school

1. Credits and Criteria

a. One full credit per course per semester will be granted (under 18 years of age)

b. Acceptance to the diploma program is based on :

- an interview with the Adult Education Director and/or Adult Education Counselor;
- The students signature on a "Student Contract" which includes the code of behavior

2. Upon successful completion of one semester, the student has the option of petitioning the Director to be accepted to the regular Adult Education Program. If accepted, the student will earn one credit for each subsequent course he/she successfully completes.

II. Students 18 Years of Age or Above and Not Enrolled in a Day School Program

A. One (1) Credit per course per semester will be granted

B. Acceptance to the diploma program is based on:

1. An interview with the Adult Education Director and/or the Adult Education Counselors;
2. A review of the student's transcript, work experience, and other related materials.

III. Students Who Have a Diploma from Another Country

If a student has a diploma from another country, the required credits to be earned through the Sanford community Adult Education program (SCAE) are as follows:

- A. Two(2) credits in English
- B. One (1) credit in U.S. History
- C. One (1) credit in Computer Literacy

- D. One (1) credit in Computer Applications
- E. One-half (.5) credit in Fine Arts
- F. One half (.5) credit in Health
- G. Must meet the 8th grade equivalent level on the Comprehensive Adult Student Assessment System (CASAS) Reading, Language, and Mathematics

Any pre-requisites for the above courses would have to be met either through us or in previous experience. All the rest of the graduation requirements would have to be met through documentation. The same CASAS levels would have to be met as well.

- IV. Diploma students electing to take evening school courses which are not offered for credit may do so as space permits with the approval of the Director of Adult Education

Adopted: 8/19/2002, October 3, 2011

Revised: September 12, 2011