

ADULT / COMMUNITY EDUCATION

Adult programs in the Windham School Department include:

- A. An accredited high school completion program, conducted in the Windham schools, which provides an opportunity for adults to earn a high school diploma. All required high school credit courses are provided through classroom instruction or external credit option.

Admission Requirements:

1. The student must be eighteen years old and not enrolled in day school.
 2. Students who are 17 years old, and not enrolled in day school, must request a waiver of age requirement approved by the parent, high school principal, Adult Education Director, and Superintendent. Such students will not receive a diploma until their class has graduated from day school.
 3. In order to enroll in a high school credit-bearing program, the student must have skills above an eighth grade level as measured by the TABE (Test of Adult Basic Education), CASAS (Comprehensive Adult Student Assessment System), or by a standardized assessment tool approved by the Maine Department of Education, Adult Learning Team.
 4. The student must receive a preliminary evaluation of credits by the Director of Adult Education, or his/her designee, based on the Adult Diploma Plan.
 5. A senior high school student who is seventeen or older may be referred by the high school principal for first or second semester if that student's attendance at an adult education course is designed to supplement the student's regular day school program and if attendance is in accordance with the rules adopted by the Maine Department of Education. Students must have skills above the eighth grade level in the content area(s) in which they are seeking credit. Students may only earn a maximum of two credits in Adult Education toward completion of a Windham High School Diploma. A waiver must be approved by the parent / guardian, high school principal, adult education director, and Superintendent.
 6. Students who are currently expelled may not attend/participate in an Adult Education program unless the student has been given specific permission by the Superintendent or his/her designee.
- B. The state high school equivalency diploma (GED), conducted in conformance with the regulations of the American Council on Education and the Department of Education.

- C. Adult basic education classes, for adults whose skills are eighth grade level or lower. The program provides instruction in the fundamentals of mathematics, spelling, grammar, reading and writing. Any person 17 years or older and out of school may enroll.
- D. Vocational education courses to prepare adults for the workforce. Any person 17 years of age and out of school may enroll. Age requirements may vary in specific certificate programs.
- E. A variety of adult non-credit courses for personal enrichment. Students must be 17 years of age and out of school to be eligible to enroll. Individuals who do not meet this requirement and who are out of school, or are in school and the program of study is not available, must request a waiver of age requirement (minimum age 16) approved by the parent, high school principal, adult education teacher, Adult Education Director, and Superintendent, and in order to enroll, must do so with a parent or adult. Programming of a recreational or parenting nature may also be offered where both parent/adult and child would have to attend together. Age requirements would be specific to the course's / event's content, objectives, or activities.

To the extent possible, the adult enrichment programs should be financially self-supporting. An additional fee may be charged to non-residents. Instruction for the GED and diploma for students who have not graduated from high school shall be supported by local and state funds. Graduates shall pay a course fee. Book fees may be charged to students. Adult basic education classes shall be provided free of charge as required by federal funding regulations. Tuition and fees collected in the operation of the adult programs shall be accounted for in the normal records and reports of the district. The Superintendent shall approve the rate of pay for adult education teachers.

The Director of Adult Education shall be responsible for the operation of the school system's adult education programs and shall report to the Superintendent of Schools.

Legal Reference: TITLE 20-A MRSA SEC.8601 ET.SEQ.

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