

# Wakulla County Adult Education

Wakulla County School Board



Wakulla Adult & Community Education

Adult Student Handbook  
2023 - 2024

Board Approved 7/24/2023

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## Vision/Mission

### Vision

A rigorous and appropriate education that results in success for all students.

### Mission

We are committed to success for all students, teachers, staff, and our community.

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## Wakulla County School Board

### Superintendent of Schools

Robert Pearce

### School Board Members

Edward Hand	District 1
Melisa Taylor	District 2
Cale Langston	District 3
Joshua Brown	District 4
Laura Lawhon	District 5

### Coordinator of Adult Education

Susan V. Tillman

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## IMPORTANT GED TESTING INFORMATION

To sign up for the test you must be at least 18 or have the appropriate paperwork signed and approved by the Adult Education Administrator to test. Go to **MYGED.com** to register and follow the prompts. You now have the option to test online at home while monitored by an online proctor or at the Wakulla Test Center. Additional information is provided on the GED website. The cost of the test is \$128 for all 4 subjects or \$32 for one subject. This fee is paid via credit card when you register for the test online. The test is administered by PearsonVue. The test covers 4 subjects: Math, Science, Social Studies, and Reasoning Through Language Arts. You can take all 4 together or one at a time when you're ready. If you need testing accommodations, you can request them prior to scheduling your test on your GED account.

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## Wakulla Adult & Community Education Classes

Adult Education is provided at WCSB's District Office and throughout the community. It addresses such needs as GED adult testing, continuing education classes and classes for adults with disabilities.

The Wakulla Adult & Community Education Program strives to make learning and recreational activities available for all ages throughout the year. If there is not an activity or class in this schedule that interests you, please call and indicate what you would like to see offered. If there are at least 8 people interested in that class, we will do our best to organize it, obtain an instructor or activity leader, and schedule the class at a time and place that is convenient to all.

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## Payment and Refund Policies

All class fees are due at registration. However, a Payment Plan option is available for the higher priced classes. A Payment Plan Request form must be filled out and approved by the Administrator. No refunds can be provided once a student has started classes. Refunds will only be issued if a student did not start class. A request for refund form must be filled out. The five dollar registration fee will not be refunded. If a student wishes to return to class within a year of being withdrawn and original fees were kept by the school, the student may reenter by paying a five dollar registration fee only.



**All courses are held at the  
WCSB District Office campus  
unless otherwise indicated.**

# GED Classes and Testing

A student may earn the State of Florida High School Diploma by successfully passing a national test called the General Education Development (GED) test. The GED is a battery of four tests in the areas of Reasoning through Language Arts, Mathematical Reasoning, Social Studies, and Science.

The Wakulla County School Board offers and administers the GED in accordance with Florida Statute 1003.435. The Wakulla Adult Education Program offers GED preparatory classes to eligible students who wish 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 must be withdrawn from high school before enrolling in the GED Program. Students entering the GED program may not return to Wakulla High School. A Test of Adult Basic Education (TABE) test is administered at the time of registration 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](http://myged.com). You may register to test at any PearsonVue testing center in the state of Florida that offers the GED test. You also have the option to test at home while proctored by an online proctor. It will be necessary for you to make prior arrangements with employers, transportation, etc., so you can attend each testing day 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 PHONES AND ELECTRONIC DEVICES IN THE TEST AREA!** Fees are payable online at the time of registration. A photo ID and social security card are required on the day of the test. You will not be admitted to the test without the proper identification.

Any candidate taking the GED must be at least 18 years of age on the date of the examination. Florida statute allows underage GED testing for 16 and 17 year olds once they have met the school district requirements, the school district staff member will be responsible for sending the age waiver to the Florida GED testing office for processing.

## GED Instructor/Location/Time

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

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

### Classes

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

### Classes

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

*\*All classes are at 126 High Drive location  
unless otherwise indicated.*

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Registration Fee \$30.00  
Book Fee \$25.00  
TABE Test (Only) Fee \$15.00

## GED Test Pricing

All 4 Subjects	\$128
1 Subject	\$32

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

  
**Graduate**  
Do it for you. Do it for them.

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## General Student Information

### Student Expectations/Discipline

1. All prospective students must be oriented by the administrator or designee.
2. All information and policies in this handbook shall be followed including dress code.
3. A teacher may decide if eating or drinking in their classroom is allowed but will be responsible for the enforcement of clean-up and disposal.
4. Students have a 30min lunch and are encouraged to bring a lunch due to time.  
NO FOOD DELIVERIES from 3<sup>rd</sup> parties.
5. Students leaving campus without permission may not return for the day and may 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.
6. Underage students must have permission prior to leaving. Students leaving campus without proper notification or approval may be dismissed from the program.
7. Using profanity on school campus is unacceptable.
8. Help keep your classrooms, bathrooms, and other campus areas clean by depositing trash in the cans provided for this purpose.
9. No horseplay on campus.
10. All parking areas adjacent to the school are off limits during scheduled class hours.
11. Grooming activities should only be performed in the bathrooms.
12. Classes are conducted on an individualized basis; therefore, talking and whispering will be in a low tone and in moderation and will concern class work only.
13. Alcohol, illegal drugs, and weapons are prohibited.
14. Sexual harassment will not be tolerated. Examples of sexual harassment include unwanted sexual advances, flirtations or propositions, demands for sexual favors in exchange for favorable treatment, unwanted sexually oriented remarks, verbal abuse of a sexual nature, graphic verbal commentary about an individual's body or sexual prowess, coerced sexual acts of assault, physical contact such as grabbing, pinching, or patting unnecessarily, leering, whistling, or gestures of sexual nature.
15. All adult students, including those under 18 years of age are expected to behave as adults. Should a discipline problem arise they will typically be given a letter of warning.

### Visitors Policy

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

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# Admissions/Registration

These policies are for all Adult Education students.

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

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

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

Benefits for students in CareerSource will not be certified by Adult Education until the attendance guidelines for CareerSource have been met. Excessive absences will be reported to CareerSource and could result in loss of benefits.

Students enrolled in the GED Program who are 16 and 17 years of age and wish to retain/obtain their restricted or regular driver license, must meet the requirements as described in Florida Statute Section 232, and the Wakulla County Attendance Policy. These students are also required to be in class for the entire time.

Withdrawal procedures are in place for GED students who accumulate six (6) consecutive unexcused absences. Students who have been dropped must seek readmission to the GED program.

## WCSB School Calendar Adult Education

### **August**

- 3-9 Pre-Planning
- 14 Students Return

### **September**

- 4 Labor Day Holiday
- 20 Professional Development Day

### **October**

- 16 Teacher Planning Day

### **November**

- 10 Veterans' Day Holiday (observed)
- 20-24 Thanksgiving Holidays

### **December**

- 22 End of Semester 1
- 25-29 Christmas Holiday

### **January**

- 1-5 Christmas/New Year's Holidays
- 8 Teacher Planning Day
- 9 Students Return
- 15 Martin Luther King, Jr. Holiday
- 31 Professional Development Day

### **February**

- 16 School Holiday
- 19 Presidents' Day Holiday

### **March**

- 18-22 Spring Break
- 25 Teacher Planning Day
- 26 Students Return
- 29 School Holiday

### **April**

- 12 School Holiday

### **May**

- 14 Adult Ed Graduation
- 17 WHS GRADUATION
- 23-24 Post Planning
- 27 Memorial Day Holiday

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## Student Vehicles

1. Student vehicles are to be parked in the designated parking areas only.
2. Students are NOT to be in parking lot during school hours unless permission is given from the teacher.
3. The speed limit is five (5) miles per hour.
4. Leaving campus without permission or in a manner which endangers other vehicles or pedestrians may result in loss of driving privileges.
5. By entering the school area, you consent to search of your vehicle by school officials or law enforcement.

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## Smoking/Possession of Tobacco Products

Smoking, use or possession of any tobacco products, lighters or matches by students on campus, in school buildings, or at any school-sponsored activity is prohibited. ANY student caught smoking or in possession of the above on school campus or within 1,000 feet of the school grounds will be charged and may be subject to a \$25 fine by State Law. Violations of this policy shall result in appropriate disciplinary action.

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## Dress Code

According to the Wakulla County School Board Code of Student Conduct, a student's mode of dress and grooming in school shall meet standards of decency, modesty, personal hygiene and safety, and be conducive to maintenance of a proper educational environment. Accordingly, **extreme hair styles and make-up, excessively revealing clothes and costumes or accessories which tend to distract fellow students in the pursuit of their educational activities or disrupt the normal activities of the school will be prohibited.** The school administration reserves the right to determine whether a student's dress satisfies the School Board's dress code policy. The following rules are observed in Wakulla's Adult Education Program:

1. Student dress and grooming shall be neat and clean. Shoes shall be worn at all times.
2. Students may not wear midriff shirts or blouses, see-through tops, halters, backless dresses or tops, crop tops, off-the-shoulder or strapless tops, muscle shirts or clothing that reveals undergarments. Undergarments must be worn at all times.
3. No clothing or jewelry shall be worn which displays profanity/obscenities, violence, racially offensive symbols, sexually suggestive phrases, or advertises alcohol, drugs or tobacco or gang related.
4. Sunglasses are not permitted except with **doctor's written** recommendation.
5. No shorts, skirts, dresses or skirts shorter than knee length may be worn at school.
6. Shirts, blouses or dresses must entirely cover the shoulder. This clothing must not be revealing. Spandex-style bicycle shorts, short shorts, running shorts, see-through boxer-type shorts and pajama tops and/or bottoms are prohibited.
7. **ABSOLUTELY NO GANG ATTIRE eg; make-up, shirts, tattoos!**

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## Breakage or Damage

The WCSB's County Office Annex is for the entire community. Adult classes are held on this campus. Please keep the campus as neat and clean as possible. Students who deface school property by writing on walls, sidewalks and desks and break equipment, windows, bathroom stall doors or abuse school property will be subject to disciplinary action, including arrest for criminal mischief and payment of restitution.

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## Student Records

The school maintains a cumulative folder on each student. Student records are confidential and are protected by law. Only qualified persons have access to records without consent of the parent/guardian. Parent, guardians or students 18 years of age or older may examine records by making an appointment with the school office.

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## Right-to-Change Handbook Policy

Information contained in this handbook is for information purposes only and should not be construed as the basis of a contract between the student and the school. While the provisions of this handbook 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 and procedures, courses of study, fees, rules and regulations, and the WCSB calendar, without actual notice to individual students. Every effort will be made to keep students advised of any such changes and to minimize the inconvenience such changes might create. Information on changes will be available in the school office. It is especially important that students know that it is their responsibility to keep informed of all changes.

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### Fire

1. When the fire alarm sounds, students should exit rooms in an orderly manner and follow the exit route posted in the classroom.
2. Students should move quickly and quietly without pushing, crowding or running.
3. When outside, students should move a safe distance from the building.
4. Teachers will follow students out and close any doors.
5. Teachers will remain with their students at all times during the drill.
6. When all-clear signal is given, teachers and students should return to classroom.

### Tornado

1. Upon notification of a tornado alarm, students should proceed immediately to the area designated to be used during a tornado. These areas are posted in each classroom.
  2. Students should leave their personal belongings in the classroom and move quickly and quietly without pushing, crowding or running.
  3. Students in portables should be taken to the nearest permanent structure.
  4. Avoid the gym, auditorium or any high-roofed area for shelter.
  5. Students should kneel face down against a wall away from glass windows with knees drawn up, hands over head. The wall should preferably be a load-bearing wall.
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## Harassment

Harassment of any kind, religious, sexual or racial to name a few, is considered undesirable behavior. It is each individual's responsibility to respect the rights and integrity of others. It is the responsibility of each individual 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 or situation should be brought to the attention of the Equity Officer, Angie Walker. The grievance procedure timeline will be followed for resolution of issues. (WCSB Policy 2.70)

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### Reasonable Accommodations Provided

Disabled individuals needing reasonable accommodations to participate in and enjoy the benefits of services, programs, and activities of the School Board are required to notify the administration at the school/center at which the event is offered, in advance, to request reasonable accommodations.

### Drug Free Work Place

The School Board maintains a drug-free workplace. Drug abusers will be prosecuted as prescribed in the Drug Free Work Place Act of 1988. (WCSB Policies 2.90, 3.42 and 6.33)

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## Recreational, Enrichment, and Community

For more information on Community Enrichment, contact Wakulla Adult Education Center or WCSB's County Office Annex.

### Yoga

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

People of all ages, abilities, and fitness levels can benefit from yoga. All are encouraged to work with their own level of comfort.

This class 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

Fee: \$10.00 per session



#### **1003.44 Patriotic Programs; Rule**

(1) Each district school board may adopt rules to require, in all of the schools of the district, programs of a patriotic nature to encourage greater respect for the government of the United States and its national anthem and flag, subject always to other existing pertinent laws of the United States or of the state. When the national anthem is played, students and all civilians shall stand at 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 of America 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 published 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 right hand over his or her heart. When the pledge is given, unexcused students must show full respect to 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 June 22, 1942, 56 Stat. 377, as amended by Pub. L. ch. 77-806, 56 Stat. 1074, approved December 22, 1942.

#### **Equity Officer**

Wakulla County School District does not discriminate on the basis of race, color, national origin, gender, age, disability, marital status or genetic information in its educational programs, services or activities, or in its hiring or employment practices. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boys Scout of America Equal Access Act. Questions, complaints, or requests for additional information regarding discrimination or harassment may be sent to:

Lori Sandgren  
Executive Director of Human Resources  
69 Arran Road, Crawfordville, Florida 32327  
850.926.0065  
[lori.sandgren@wcsb.us](mailto:lori.sandgren@wcsb.us)

#### **NON-DISCRIMINATION STATEMENT**

The School Board of Wakulla County, Florida does not discriminate in admission or access to, or treatment or employment in, its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information for applicants and employees, or any other reason prohibited by Federal and State law regarding non-discrimination. See 34 C.F.R. 100.6(d); 34 C.F.R. 106.9; 34 C.F.R. 110.25.

In addition, the School Board provides equal access to the Boy Scouts and other designated youth groups. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. See 34 C.F.R. 108.9

Disabled individuals needing reasonable accommodations to participate in and enjoy the benefits of services, programs, and activities of the School Board are required in advance to notify the administrator at the school/center at which the event or service is offered to request reasonable accommodation. The lack of English language skills will not be a barrier to any opportunity or event associated with Wakulla County Schools.

The designated Equity Coordinator, Title IX and Section 504 Compliance Coordinator as required by 34 C.F.R. 100.6(d) is Lori Sandgren, Executive Director of Human Resources, 69 Arran Road, Crawfordville, Florida 32327; (850)926-0065; [lori.sandgren@wcsb.us](mailto:lori.sandgren@wcsb.us).

The lack of English language skills will not be a barrier to any opportunity or event associated with Wakulla County Schools.

**Wakulla County School Board  
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](mailto:Leslie.kelly@wcsb.us)**