

Franklin County Adult Education

Student Handbook 2026-2027

Franklin County School District
85 School RD
Eastpoint, FL 32328
850-670-2800
Ext. 4137

**APPROVED BY THE
FRANKLIN COUNTY
SCHOOL BOARD
ON 06/25/2026**

The Franklin County School District does not discriminate on the basis of race, color, national origin, gender, age, disability, pregnancy or marital status 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 Boy Scouts of America Equal Access Act. Questions, complaints or request for additional information regarding discrimination or harassment may be sent to: Jennifer Leach, Human Resource Officer/Title IX Coordinator, 850-670-2810 X 4101, jleach@fcsdfl.org or Angela Hendley, Director of Special Programs/Section 504 Coordinator, ahendley@fcsdfl.org, 850-670-2810 ext 4109.

FRANKLIN COUNTY SCHOOL BOARD OFFICIALS

Superintendent of Schools

Steve Lanier

School Board Members

Melonie Inzetta	District 1
Pamela Marshall	District 2
Fonda Davis	District 3
Stacy Kirvin	District 4
Jared Mock	District 5

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Franklin County Adult Education

Staff Directory

STAFF	POSITION	PHONE	EXT.
Laura Raffield	Director	850-670-2800	4117
David Hughes	GED Test Administer/CTE	850-670-2800	4125
Stacey Carpenter	Teacher	850-670-2800	4137

Welcome to Franklin County Adult School!



We are delighted that you have chosen to enroll in our school! We realize that it is not always easy for adults to return to school. So, we congratulate you on taking the first, and often hardest, step of enrolling in Adult Education classes. We will encourage you and assist you, as you take responsibility for your education, work to your potential, and enhance your career/college readiness skills.

Because we want you to understand our programs before you start class, take time to read this helpful handbook. Make sure to ask questions if you need any information clarified. Please join us in taking pride in our school and help us as we continue to improve our campus and learning opportunities for all students.

**Policies stated in this handbook are subject to change
and may be amended in keeping with newly adopted
State Statutes and/or School Board Policy.**

OUR PHILOSOPHY

- **WE BELIEVE** that adult students must be self-directed learners, accepting responsibility for their own education and engaging with teachers to gain academic understanding.
- **WE BELIEVE** that adult students must be emotionally, mentally, and physically healthy to experience success in our school.
- **WE BELIEVE** that adult students should understand their own academic starting points as defined by our pre-test and be involved in setting realistic education goals.
- **WE BELIEVE** that adult students learn at different rates and in different modes. Thus, individualized instruction and self-paced programs provide the opportunity for students to progress as rapidly as their individual abilities allow.
- **WE BELIEVE** that educational and real-world life skills are fundamental to problem solving and critical thinking and thus are an integral part of all academic programs.
- **WE BELIEVE** that adult programs should provide opportunities to encourage personal and social growth, thus leading to communication skills necessary for productive employment and effective citizenship.
- **WE BELIEVE** that all students can learn but realize not every student benefits from the requirements at our school. Therefore, we have honest conversations and make appropriate referrals as needed, when data indicates a student is continuously not experiencing success at Franklin County Adult School.

OUR MISSION

Franklin County Adult School staff strives to provide a supportive learning environment that is responsive to the unique academic potential and realistic educational goals of all students, with the purpose of assisting everyone to better meet the challenges of career and community.

REGISTRATION & ENROLLMENT

Our Adult Education Program operated on a term basis, with Fall and Spring classes.

- A valid photo ID is required at the time of registration.
- Upon initial enrollment, all students will be scheduled for a computer-based pre-test. (Students will have to re-test if scores are invalid)
- Orientation will also be scheduled and must be attended by all students prior to beginning class. This will include a review of rules and expectations. A discussion of individual scores, the development of student academic goals, as well as progress monitoring will be done by the assigned teacher.
- Prospective students under the age of 18, please see page 19 for conditions and procedures.

PROGRAM FEES

Florida law requires Adult Education programs to charge a tuition fee of \$30.00 per term. This includes the pretest fee. With open enrollment, the closer to the beginning of the semester a student begins, the more instruction time he/she will have the opportunity to receive. Exact amount and credit cards are accepted.

Once enrolled, tuition is non-refundable, regardless of reason for withdrawal, or length of time in attendance.

QR CODE FOR GED CLASS FEES BELOW



PROGRAM SCHEDULE & DATES

The Franklin County Adult Education Program offers daytime classes. Dates of operation are in accordance with the District Approved Calendar.

- Fall Term: 8/11/2026
- Spring Term: 1/5/2027

CLASS SCHEDULE

Monday - Thursday 8am – 3pm

This program is designed for adult students aged 18 and above. All students 16 years of age will need approval from the Superintendent.

ACADEMIC PROGRESS

Our Adult Education programs provide individualized, self-paced, and student driven instruction. Simply put, students who are capable and motivated to learn will do so. Because our program must report student gains to DOE (Department of Education) in Tallahassee, reasonable academic progress is expected for students to remain enrolled.

- Students and staff will review pre-test scores together. This data will be utilized on the Progress Monitoring Contract (PMC) to identify realistic academic goals and establish dates of monitoring. Students should understand exactly what progress is needed to continue enrollment, as well as how and when progress is monitored.
- Initial progress for new students is monitored after 8 weeks of instruction and then continues on a 4-week basis. For returning students, it continues through the 4-week schedule.
- Following orientation, underage students will receive a copy of their PMC to take home and share with parent/guardian. There are no report cards or progress reports sent, but parents/guardians are encouraged to communicate with teacher(s) regarding their student's academic performance along the way.
- Staff will schedule family conferences for underage students for whom we have concerns.
- When a student does not meet realistic academic progress at monitoring review, staff will then consider attendance, behavior, capability, motivation, and participation, on a case-by-case basis. Students who have shown that their education is a priority in these areas will continue working toward academic progress on a new goal date, as we recognize all students learn at their own pace.
- **Students not demonstrating that their education is a priority are withdrawn due to lack of academic progress.** These students are encouraged to re-enroll as early as next semester once they are ready to make their education top priority.

ATTENDANCE AND TARDY POLICIES

Good attendance is an important key to succeeding both in school and in the job world. We believe there is a high correlation between a person's punctuality and attendance at school as a student, and his/her attendance at work as an employee. Therefore, our attendance policies are intended to provide realistic experience in good attendance habits. These are the expectations for all programs.

Students are expected to attend all classes for which they are scheduled. Attendance is maintained by the teacher for each class. Students are expected to remain in class during the full class period, except in emergency situations. If a student misses more than half of a class period, whether at beginning or end, he/she is marked absent. Less than half of class time missed is considered tardy. Sign-in/out sheets will be provided in each classroom. All students must sign in, and the teacher may want you to sign out as well.

Students in all classes will be allowed up to 5 consecutive absences in any one semester. On the 5th absence in any one semester, the student will be withdrawn and may re-enroll.

Sickness and family emergencies are counted as absences. If a student is withdrawn due to non-attendance and feels he/she has extenuating circumstances, they may discuss this with the Adult Education director.

PHONES & ELECTRONIC DEVICES

Effective July 1, 2023, the Florida Legislature passed cell phone policy for all schools. Cell phones are to be off and out of site during the school day. This means they are to be placed in backpacks or lockers. Not in back pockets or desktops. The **ONLY** time cell phones are to be used is for teacher instructions.

Teachers must have prior approval from the administration. Administration is to follow the policy and student code of discipline for offenders. **NO EXCEPTIONS!** Students are **NOT** allowed to charge phones or any personal electronics at school.

PAPERWORK FOR OTHER AGENCIES

The Department of Motor Vehicles will be notified when students 16 or 17 years old are withdrawn from ADULT Ed prior to obtaining a Diploma, therefore resulting in driver's license suspension. For re-instating a permit or license already suspended, Adult Ed complies with the DMV and state statute, which requires 30 consecutive days of attendance with no unexcused absences.

BEHAVIOR EXPECTATIONS

1. The Adult Education Program caters to students who are deemed to be adults under Florida State Law. Pursuant to this, all students enrolled in the Adult Education Program will be treated as adults, and are expected to treat themselves, other students, staff, and school property with respect. Multiple warnings for continued misbehavior will not be provided and students who are unable or unwilling to comply with the behavioral expectations of the program will be dismissed from our school. Students who are dismissed for disciplinary reasons will forfeit tuition for the remainder of the semester but possibly may be able to enroll again the following semester (depending on severity of offense).
2. If it is necessary to leave school for any reason before the designated departure time, students will let the teacher know.
3. Use appropriate language for a school campus.
4. Help keep classrooms, bathrooms, and other campus areas clean by depositing trash in the cans provided for this purpose.
5. No horseplay on campus.
6. Students must park in a designated parking area.
7. Grooming activities should only be performed in the bathrooms.
8. Vaping, smoking, or the use of any form of tobacco/nicotine on any School/District owned facility or property is not permitted.
9. Alcohol, illegal drugs, and weapons, including pocket-knives, are prohibited.
10. No public displays of affection
11. Sexual Harassment will not be tolerated. Examples of sexual harassment include unwanted verbal sexual advances., flirtations or propositions, or demands, unwanted sexually oriented remarks; verbal abuse of a sexual nature; sexual acts including physical contact such as grabbing, pinching, or patting unnecessary;

leering, whistling, or gestures of sexual nature.

12. Sexting will not be tolerated. This includes sending of nude/pornographic material via technology. Reasonable suspicion will allow teachers/directors to take appropriate actions of criminal and/or non-criminal penalties.
13. Bullying or harassment will not be tolerated. Bullying includes cyberbullying and means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation.

CREATING A DISORDER

Creating a disorder on school property or at any school-related event could result in withdrawal from Adult Education classes.

FOLLOWING DIRECTIVE OF SCHOOL STAFF

All students are expected to follow the directive of any staff member. Failure to do so will result in disciplinary action. Administration/Designee may request that a Law Enforcement Officer remove any student from the school property who refuses to obey the directive of any staff member at any time.

REASONS FOR WITHDRAWAL

INCLUDE, BUT ARE NOT LIMITED TO:

- Unlawful possession, use and distribution of illicit drugs, controlled substances of any kind, or possession of any drug paraphernalia. (felony)
- Possession of weapons on school property (felony)
- Unauthorized use or display of a wireless communication device
- Intentional interference with or intimidation of staff or students by threat or force or violence
- Bullying or Harassment
- Willful disobedience of school staff
- Disrespect for Staff Members
- Flagrant or continuous abuse of the dress code
- Assault
- Battery

- Stealing
- Fighting
- Profane obscene language
- Possession of/use of alcoholic beverages on school property
- Use of tobacco products on any District owned facility or property
- Cheating or plagiarism (copying others' work)

FRANKLIN COUNTY CODE OF CONDUCT:

Our school's Student Handbook addresses the most common issues concerning behavioral responsibilities and student misconduct. For a complete list of county student conduct regulations, including disciplinary procedures, go to <https://www.franklincountyschool.org> to review the Franklin County Code of Student Conduct.

CAMPUS SEARCHES

The school system strives to provide a drug-free workplace for students and employees and has designated all public schools in the district as drug-free zones. Authorized law enforcement K9 units will make periodic inspections of this campus to assist in maintaining compliance with state laws. Students found to be in possession of an illegal substance will be withdrawn from school and may not re-enter for a period of at least 1 year. In addition, charges may be filed.

CAREER READINESS

Opportunities to explore and enhance skills and knowledge are a required part of Adult Education curriculum. Student participation is required.

DRESS CODE & HYGIENE

Students have the responsibility to show respect for self and others by coming to school clean, reasonably groomed, and dressed appropriately. Not being dressed appropriately or emitting an offensive odor (whether from body or clothes) will result in conference with the school staff. Students are prohibited from wearing clothing that exposes underwear or body parts in an indecent or distracting manner, so as not to disrupt the learning environment. Also, take note of the following:

- No clothing, including hats, that advertise drugs, alcohol, gangs, or violence
- No symbols, pictures, or words that are found to commonly offend others

FIRE DRILL/EMERGENCY PROCEDURES

On the main campus, a continuous sound alarm will alert students and staff of a fire, tornado, etc. Exit routes are posted in the classroom and teachers will direct students as to the procedures to follow. In severe weather or other emergencies, staff will direct students on safety procedures, and students are expected to cooperate.

GRADUATION

We invite all students who graduate from Adult Education, at various times throughout the entire school year, to participate in our graduation ceremonies. Students who withdraw from K12 and graduate from AE are not allowed to participate in their previous school's graduation. Our ceremony is held at the end of the regular school year.

RELEASE OF DIRECTORY INFO

The law does not prohibit educational institutions from publishing and releasing to the public directory information relating to a pupil or student if the institution elects to do so. Any educational institution making directory information public shall give public notice of the categories of information which it has designated as directory information with respect to all pupils or students attending the institution and shall allow a reasonable period of time after such notice has been given for a parent or guardian, pupil or student to inform the institution, in writing, that any or all of the information designated should not be released.

Publication of this student handbook and subsequent distribution of the handbook to students and parents/guardians shall meet the legal requirements of public notice.

- **Adult Education does release names and phone numbers of Graduates to Armed Forces Recruiters, upon request. We also release Graduate names to local papers at the end of the year, upon request.**
- **Adult Education does share data with the Local Workforce Development and Career Source for employment tracking.**

Parents, guardians, or students who do not wish for any parts of the information designated as "Directory" to be released by the educational institution must notify the principal or the school, in writing, not later than one month following the first day of school.

STATE OF FLORIDA DIPLOMA (GED)

The GED test is designed to measure the skills
and knowledge equivalent to high school courses
of study and support an adult's success
transition to careers or college

General Information

Any person, 18 years or older, who has not earned a High School Diploma, is no longer enrolled in high school, and has a valid photo ID, is eligible to sign up and take the GED test at Franklin County Testing Center. However, enrolling in GED prep classes at our Adult Ed School is an option, and not a requirement, for this population. Signing up takes place by creating an account at GED.com.

Students under 18 years old may be eligible to take the GED Test under certain extraordinary circumstances. (see next page).

Classes are available in Adult Education for those 18 and older who wish to attend, and for those under 18 who are required to attend. Our classes are designed to remediate basic skills and teach students more advanced GED Prep skills, as they prepare to take the examination for a State of Florida High School Diploma, or GED.

FC Adult Ed Program utilizes a pre-assessment and Practice-GED Test to determine students' schedules, as well as readiness to take the Official GED Exam.

Students needing remediation, based on pre-test (scoring below 9th grade level), will be placed in Adult Basic Education, or remedial classes. Once a post-test score of 9th grade or higher is achieved, students move into GED prep classes. Please note: Our teachers do not instruct students in basic remedial classes (below 9th grade level) in GED skills.

Students enrolling for GED study are not required to provide a transcript to attend but are required to complete a pre-test assessment upon registration. State Board Rules 6A-6014 and 6A-10.040.

Any student awarded a GED cannot return to a public high school to attempt a standard high school diploma through obtaining credits.

College and Career Readiness Standards are incorporated into all student learning in all programs, as required by the Department of Education, in effort to help students be successful after achieving their diploma.

Extraordinary Circumstances

Students who are 16 or 17 years old and reside in Franklin County may be permitted to pursue the General Education Development (GED) or State of Florida high school diploma. The parent/guardian of any 16-year-old student must contact the School Board Designee to present the extraordinary circumstances which would justify the 16-year-old pursuing a GED.

If the circumstances are deemed justifiable, approval to enroll at Adult Ed will be granted. “Exception, students wanting to w/d from Franklin Alternative must be cleared to enroll in Adult Ed, regardless of age.

“Extraordinary circumstances” that may be considered in granting approval of the under 16–17-year-old candidates to take the GED examination are as follows:

1. Marriage
2. Serious financial need (supporting or helping support a household)
3. Physically unable to attend regular school
4. Applicant is incarcerated in a county or state institution, or is returning from a juvenile justice facility, and has completed a program of educational training in preparation for the GED tests
5. Teenage parent
6. Extenuating circumstances warranting approval

In addition to meeting one of these circumstances, the applicant must enroll in Adult Ed and attend full-time classes. Once they have passed an Official GED practice test, the school personnel will send the Justification for Underage Testing Form to Tallahassee. The student will then be ready to sign up for the GED exam. If the student does not achieve passing scores in all subject areas, he/she must return to the classroom and remediate until achieving the required pre-test score, before being allowed to attempt that GED exam again.

Franklin County School Board Procedures For Enrolling 16/17- Year-Olds

Any 16- or 17-year-old wishing to obtain their GED must enroll in classes and meet the requirements to take the GED Exam.

If the student is currently attending the Franklin County School, the parent/guardian must receive approval from the Franklin County School Board to enroll in Adult Education.

- **WITHDRAW** from student's school (whether it be public, home, or virtual school) and obtain Withdrawal Form to bring with you to enroll. If wanting to withdraw from FCS, approval to enroll at Adult Ed is required, regardless of age.
- **CONTACT** Adult Ed Office 850-670-2800 ext. 4137, for an Appointment. Both students and parents/guardians must attend.
- Notarized paper with parental permission to enroll student is required from anyone that is not a legal parent.

BRING TO APPOINTMENT:

1. Withdrawal form
2. Valid photo IDs (student and parent)
3. \$30.00 to enroll, exact cash or QR Code only. Tuition is non-refundable.

GED EXAM INFORMATION

Franklin County Adult Education- GED testing Center
85 School Road, Eastpoint FL 32328
(850)670-2810 ext. 4137

If taken individually, each subject area is \$38.00. The total cost for all four subject areas is \$152.00. Retakes are \$12.00 for each subject area, if taken within 30 days.

*Prices are subject to change.

First, you will need to create an account at www.GED.com to schedule the GED test. If you have met all the previously listed requirements, follow the onscreen prompts to schedule the date, location, time and chosen test subject.

Arrive at least 30 minutes prior to your scheduled GED test appointment. You will need to check in when you get there. If you arrive more than 15 minutes after your scheduled appointment time, you may not be admitted and may lose your test fee.

Subject Areas:

- The reasoning Through Language Arts test is 150 minutes long
- The Mathematical Reasoning test is 115 minutes long
- The Social Studies test is 70 minutes long
- The Science test is 90 minutes long

Passing score is 145 on each test part.

- You can take a test module, and two subsequent module retests, with no restrictions between retakes. If you fail the second or any subsequent retest, the test taker must wait 60 days for successive attempts.
- If you pass your test, you will automatically receive an electronic, secure, diploma and Smart Transcript. This is delivered immediately to your email address after your test is scored. You can view, print, and request a professionally printed diploma free of charge. This is available through GED Credentialing.
- Anyone requesting accommodations for GED test, due to a disability, will apply for those accommodations through their GED account at www.GED.com. This request must be made prior to scheduling an exam and approval could take up to 30 days to process. Application for accommodation is done by the student and if a minor, then the parent/guardian.

IMPORTANT

EFFECTIVE July 1, 2023, the Florida Legislature has passed cell phone policy for all schools.

Cell phones are to be always off and out of sight during the school period. This means they are to be placed in backpacks or lockers. Not in back pockets or desktops. The ONLY time cell phones are to be used is for teacher instructions.

Administration is to follow the policy and student code of discipline for offenders. NO EXCEPTIONS!

My signature below indicates that I fully understand this policy and that I will follow the rules.

Student

Date

Parent/Guardian

Date

I, _____ have received the Student Handbook and acknowledge that I am responsible for reading and following all class rules.

Print: _____

Signature: _____