

SECTION K: 22+ ADULT HIGH SCHOOL DIPLOMA PROGRAM

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22+ ADULT HIGH SCHOOL DIPLOMA ADMISSIONS & ENROLLMENT

The 22+ Adult High School Diploma Program is a free high school diploma program that is available to any person who is 22 years of age or older who has not previously earned a diploma or GED and who resides in Hancock County, Ohio. Other requirements for admission and enrollment require that the adult learner be motivated, and be in compliance with all state guidelines for admission. Additionally, the adult learner must successfully complete the orientation process. Continued enrollment in the program will be determined by meeting attendance and completed work requirements.

The Findlay Digital Academy Board affirms that, consistent with and to the extent required by applicable law, no person shall, on the basis of gender, race, color, national origin, or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity conducted under its auspices.

At times, Findlay Digital Academy might have to cap the number of adult learners it enrolls based on state program caps or limited resources on the part of Findlay Digital Academy. Should this occur applications will be accepted and time and date stamped. When an opening in the program becomes available, applications will be processed from the oldest time and date through the most recent.

[Adoption date: October 5, 2017]

ORC 3314.38, 3317.23

22+ ADULT HIGH SCHOOL DIPLOMA ATTENDANCE

Regular attendance the adult learner is very important. In many cases, irregular attendance is the major reason for poor schoolwork.

Attendance is defined as student participation and recorded learning hours (whether activities were completed on or off the computer). Attendance is:

- meeting and recording the benchmark target hours and completing the required number of assignments and
- weekly contact with the adult learner's assigned Career Counselor.

Each adult learner is required to contact his/her assigned Career Counselor weekly. Contact is defined as: e-mail, phone call, text or written communication. If a student experiences technical problems, the attendance officer will take this into consideration when evaluating absences.

Reasons for which students may be excused include, but are not limited to:

- personal illness;
- illness in the immediate family;
- death in the family;
- quarantine for contagious disease;
- religious reasons or
- other reasons as determined by the Executive Director/Superintendent or Career Counselor.

If an adult learner does not log-in for 105 hours (20 days), he/she will be withdrawn from the program.

[Adoption date: October 5, 2017]

LEGAL REFS.: ORC 3314.23, 3317.23

22+ ADULT HIGH SCHOOL DIPLOMA AWARDING CREDIT FOR PRIOR LIFE EXPERIENCES

The Findlay Digital Academy is very aware that the adult learner that applies to the 22+ High School Diploma Program comes to us motivated to improve his/her lot in life (i.e. promotion at work, next skill level, fulfill a life time career dream) and also comes with a plethora of life experiences. It is the academy's role to work with the adult learner to ascertain what skills and/or life experiences could translate into earned high school credit.

Findlay Digital Academy will use a variety of avenues to explore if prior life experiences/learning translates into earning high school credits. Avenues that will be used, but not limited to, those items listed below:

- Military service
- Testing out of a content area
- Certificates of accomplishment from employers
- Submission of portfolio work
- Submission of employment pay stubs and recommendation from immediate supervisor stating a specific skill set

It will be the adult learner's responsibility to submit the documentation for which he/she requests prior learning credit. After the academy staff evaluates the documentation, the adult learner will be informed of what prior credit has been awarded and it will become part of the 22+ Adult High School Diploma Program Student Graduation Requirements Checklist. This credit will become part of the Student Success Plan.

[Adoption date: October 5, 2017]

ORC 3301-45-06(B)(1)-(9)

22+ ADULT HIGH SCHOOL DIPLOMA
STUDENT SUCCESS PLAN & CAREER COUNSELING

Findlay Digital Academy during the orientation of the adult learner will evaluate prior transcripts and prior life experiences/learning and in consultation with the adult learner will develop a Student Success Plan (as established by the Ohio Department of Education).

During orientation, the adult learner will also be enrolled in Ohio Means Jobs to begin his/her career exploration. Throughout the adult learner's enrollment in the 22+ Program, the Career Counselor will work with the adult learner to develop a workforce post-graduation career path.

[Adoption date: October 5, 2017]

22+ ADULT HIGH SCHOOL DIPLOMA

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, and Ohio Law require the School to protect the privacy of student records.

As a parent you, or your child—if your child is 18 or older—has the right to inspect and review the student’s education records, request that the School correct records, and provide written permission to release student records. All requests to inspect, review, and release are to be done in accordance with the School’s policies.

While the School generally must obtain your written consent prior to disclosing personally identifiable information from your child’s education records, the School may disclose appropriately designated “directory information” without written consent, unless you have advised the School otherwise.

The primary purpose of directory information is to allow the School to include directory information from your child’s education records in certain school publications. Examples include: the annual yearbook, Honor roll or other recognition lists, and Graduation programs.

Directory information may be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

The School has designated the following information as directory information:

Name	Major Field of Study
Address	School Related Publications
Telephone Number	Grade Level
Email Address	Dates of Attendance
Photograph	Date of Graduation
Date/Place of Birth	Sports & Activities

If you do not want the School to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing by within ten (10) days of receiving this notice. Additionally, FERPA and Ohio law authorize disclosure of

personally identifiable information in certain instances without consent. These exceptions include:

- school officials with legitimate educational interest;
- other schools to which a student is transferring;
- appropriate parties in connection with financial aid;
- state and Federal Officials for purposes of audits and law enforcement investigations;
- in response to court orders and subpoenas;
- military recruiters unless the parent requests in writing that the School not release the student's information;
- anti-terrorism purposes;
- cases of missing children;
- Ohio Department of Education requests; and
- the School's Sponsor.

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