ADULT HIGH SCHOOL PROGRAMS

The Adult Education High School Diploma Program established at Salem High School is a secondary educational program conducted by the local school district under the administration of the Director of Continuous Adult Education and approved by the State Department of Education. Satisfactory completion of the program leads to the issuance of a high school diploma by the Salem School District.

Admission and Credit Criteria:

1. To be eligible a student must have (a) formally withdrawn from school, and (b) been out of school for approximately 10 weeks.

   Thus, to be eligible for the adult High School diploma program in the October term a student must not be registered in the current school year; to be eligible for the January term a student must have withdrawn from school no later than the end of the first marking period of that school year; to be eligible for the term beginning in April a student must have withdrawn from school no later than the end of the second marking period.

2. On rare occasions and given an unusual set of circumstances the Director of the Continuous Adult Education program may seek permission of the high school principal to waive the entrance requirement policy. Permission may be granted by the high school principal only after consultation with the Director and with Salem High School guidance personnel to determine if the eligibility is in the best interests of the student and in the best interests of the school district.

3. All students accepted into the program must meet the following conditions:

   A. If under 18 years of age, there must be a conference with the parents and the Director of Continuous Adult Education to discuss criteria of the program, to determine the seriousness of the candidate and to assess the attitude of the parent and student toward participation in the program.

   B. Provide the necessary personnel record information to make judgment about admission to the program and placement within the program.

   C. The student makes a commitment to attend classes consistently and to observe the rules and regulations established for the program.

      (Classroom attendance is essential and students are expected to be on time and to remain for the entire class. Unless unusual circumstances occur, a student shall be dropped from the program after more than two absences per term. The Director of the program has discretion to define the unusual circumstances.)
4. Credit toward an earned high school diploma will be granted:

   A. Upon the successful completion of course requirements.
   B. Verification of high school credits earned from an approved high school prior to enrolling in the Adult High School Diploma program.
   C. At the discretion of the Director, for work experience and non-high school educational experience. The Director is to follow the guidelines issued by the State Department of Education in awarding such credits.

5. A student may be granted an earned high school diploma based on the following criteria:

   A. A student’s high school class must have been graduated before the diploma is issued.
   B. A student must enroll for at least one semester and in at least one course.
   C. A student whose original graduating class is 1979, or before, shall have accumulated a minimum of 16 approved credits. All other students must have a minimum of 18 approved credits.