

**Mississippi Department of Education  
Office of Compulsory School Attendance Enforcement  
Division of Alternative Education Programs/ High School Equivalency**

***High School Equivalency Monitoring Tool***

School District: \_\_\_\_\_

Date: \_\_\_\_\_

School: \_\_\_\_\_

MDE Monitor: \_\_\_\_\_

|                             | Compliance Indicator  | Yes | No | N/A | Evidence of Compliance |
|-----------------------------|---|-----|----|-----|------------------------|
| <b>Program Requirements</b> |   |     |    |     |                        |
| 1.                          | The High School Equivalency Program is defined through written policies approved by the local school board.<br><i>§37-13-92 (4), RULE 7.2 (1)</i>   |     |    |     |                        |
| 2.                          | Parents have agreed in writing for the student to participate in the High School Equivalency program.<br><i>§37-13-92 (4), RULE 7.2 (3)</i>   |     |    |     |                        |
| 3.                          | Students enrolled in the High School Equivalency Program are not classified as dropouts.<br><i>§37-13-92 (4), RULE 7.2 (Introduction)</i>   |     |    |     |                        |
| 4.                          | Students participating in the High School Equivalency Program are at least 16 years old and have taken every opportunity to continue to participate in course work leading to a high school diploma.<br><i>§37-13-92 (4), RULE 7.2 (2a, 2c)</i> |     |    |     |                        |
| 5.                          | Students participating in the High School Equivalency Program   |     |    |     |                        |

|     | <b>Compliance Indicator</b>   | <b>Yes</b> | <b>No</b> | <b>N/A</b> | <b>Evidence of Compliance</b> |
|-----|---|------------|-----------|------------|-------------------------------|
|     | are one (1) grade level behind <b>or</b> have less than 4 Carnegie units. §37-13-92 (4), <i>RULE 7.2 (2b)</i>   |            |           |            |                               |
| 6.  | Students in the High School Equivalency Program do not participate in regular academic courses or other program activities within the school district, including athletics, choir, band or any other extracurricular activities.<br>§37-13-92 (4), <i>RULE 7.2 (Introduction)</i> |            |           |            |                               |
| 7.  | The High School Equivalency Program is under the supervision of the Alternative Education Administrator.<br>§37-13-92 (4), <i>RULE 7.2 (6)</i>  |            |           |            |                               |
| 8.  | High School Equivalency Program students receive counseling by certified counselors throughout participation in the program.<br>§37-13-92 (7i), <i>RULE 7.2 (5) GEDTS (I-2)</i>   |            |           |            |                               |
| 9.  | The Individual Education and Career Plan (IECP) Committee includes an academic counselor, academic teacher, principal and vocational personnel. §37-13-92 (4), <i>RULE 7.2 (10)</i>   |            |           |            |                               |
| 10. | Students do not circumvent the State's Compulsory School Attendance Law or receive a GED certificate/diploma prior to their age equivalent peers unless written approval from MDE has been granted. 37-13-92 (4), <i>RULE 7.2 (11)</i>  |            |           |            |                               |
| 11. | The High School Equivalency Program is not housed in the vocational building unless a request for waiver has been granted by the State Board of Education. §37-13-92 (4), <i>RULE 7.2 (14)</i>  |            |           |            |                               |

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|--|---|------------|-----------|------------|-------------------------------|
| 12.  | The facility housing the High School Equivalency Program shall be proportional with facilities provided to other students by the local school district and shall meet minimum accreditation standards for public school buildings.<br><i>§37-13-92 (4), RULE 7.2 (14)</i> |            |           |            |                               |
| 13.  | GED graduates receive official school recognition of their achievement. <i>§37-13-92 (4), RULE 7.2 (21)</i>   |            |           |            |                               |
| 14.  | The graduation ceremony for GED graduates is separate from the regular graduation ceremony.<br><i>§37-13-92, RULE 7.2 (21)</i>  |            |           |            |                               |
| 15.  | The graduation ceremony for GED graduates is held near the same time as the high school graduation ceremony for their peers.<br><i>§37-13-92, RULE 7.2 (21)</i>   |            |           |            |                               |
| <b>Student Placement in High School Equivalency Programs</b> |   |            |           |            |                               |
| 16.  | The district has a High School Equivalency Program referral/placement committee comprised of teachers, campus administrators, counselors, vocational representatives, and/or other support staff. <i>§37-13-92 (4), RULE 7.2 (10)</i>                                     |            |           |            |                               |
| 17.  | Documentation of committee recommendations is maintained for the placement of students in the High School Equivalency Program.<br><i>§37-13-92 (4), RULE 7.2 (2)</i>  |            |           |            |                               |
| 18.  | Documentation of the district superintendent's approval is maintained for the placement of students in the High School Equivalency Program.<br><i>§37-13-92 (4), RULE 7.2 (3)</i>   |            |           |            |                               |

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|-----------------------------------|--|------------|-----------|------------|-------------------------------|
| 19.                               | Students referred to the alternative school for disciplinary reasons are not placed in the High School Equivalency Program until behavioral modification goals have been met.<br><i>§37-13-92 (4), RULE 7.2 (2)</i>        |            |           |            |                               |
| <b>Course Content/Instruction</b> |  |            |           |            |                               |
| 20.                               | Students receive a minimum of 15 hours of GED instruction.<br><i>§37-13-92 (4), RULE 7.2 (8)</i>   |            |           |            |                               |
| 21.                               | Students receive a minimum of 15 hours of instructional time per week to meet ADA requirements for a full instructional day.<br><i>Accountability Standard (19.2), RULE 7.2 (8)</i>  |            |           |            |                               |
| 22.                               | Students have a career component established as a part of the 27.5 hours of instructional time.<br><i>§37-13-92 (4), RULE 7.2 (8, 10)</i>  |            |           |            |                               |
| 23.                               | Students have qualified instructors (school district teachers must have MDE licensure and SBCJC contracted teachers most hold a college degree).<br><i>§37-13-92 (4), RULE 7.2 (8)</i>                                     |            |           |            |                               |
| 24.                               | The student teacher ratio is 15:1.<br><i>§37-13-92 (4), RULE 7.2 (9)</i>   |            |           |            |                               |
| 25.                               | The curriculum and instructional methodology addresses the needs of each student as specified in an Individual Education and Career Plan (IECP) developed at the time of placement.<br><i>§37-13-92 (4), RULE 7.2 (10)</i> |            |           |            |                               |
| 26.                               | The curriculum and instructional methodology emphasize academic and/or instructional needs of  |            |           |            |                               |

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|                           | the student, job readiness skills, and work experience options.<br><i>§37-13-92 (4), RULE 7.2 (10)</i>   |            |           |            |                               |
| 27.                       | Curricula and instructional content includes at least 2 of the following: instructional-prepared material; standardized GED-instructional materials from publishers; or instructional materials from secondary school publishers and developers that are of high quality and standards based.<br><i>§37-13-92 (4), RULE 7.2 (7), GEDTS (I-3)</i> |            |           |            |                               |
| 28.                       | The instructional content is aligned with core content measured by GED test (high school mathematics, writing, social studies, reading and science). <i>§37-13-92, RULE 7.2 (7)</i>  |            |           |            |                               |
| <b>Student Assessment</b> |  |            |           |            |                               |
| 29.                       | Students are appropriately assessed and evaluated (i.e. TABE (Test of Adult Basic Education) or Official Practice Test) at regular intervals. <i>§37-13-92 (4), RULE 7.2 (18), SB Testing Guidelines (4), GEDTS (I-1)</i>  |            |           |            |                               |
| 30.                       | Reading and math levels for students entering the High School Equivalency Program are appropriate based on TABE or other appropriate assessment instruments (eighth grade level is recommended).<br><i>§37-13-92 (4),RULE 7.2 (4), SB Testing Guidelines (4), GEDTS (I-1)</i>  |            |           |            |                               |
| 31.                       | The school district contacts and coordinates a testing schedule with a Testing Center at a Community and Junior Colleges<br><i>§37-13-92 (4), SB Testing Guidelines (5)</i>  |            |           |            |                               |

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|------------------------|--|------------|-----------|------------|-------------------------------|
| 32.                    | Pre-assessment information on students required by the State Board for Community and Junior Colleges is provided to the GED Examiner prior to the testing date. <i>§37-13-92, SB Testing Guidelines (4)</i>  |            |           |            |                               |
| 33.                    | School districts comply with High School Equivalency Testing Guidelines provided by the State Board for Community and Junior Colleges. <i>§37-13-92, RULE 7.2 (12)</i>   |            |           |            |                               |
| 34.                    | Students participating in a High School Equivalency Program who were enrolled in a subject area course through January 31 (traditional schedule) or through October 31 (block schedule) or through March 31 (block schedule) will be required to take the subject area test. <i>§37-13-92 (4), RULE 7.2 (20)</i> |            |           |            |                               |
| <b>Student Records</b> |  |            |           |            |                               |
| 35.                    | The cumulative folder and permanent records of each eligible student placed in an approved High School Equivalency Program are maintained by the school district of origin. <i>§37-13-92 (4), RULE 7.2 (16)</i>  |            |           |            |                               |
| 36.                    | Progress reports are completed at regular intervals and kept on file for each participating student. <i>§37-13-92 (4), RULE 7.2 (13, 17), GEDTS (I-2)</i>  |            |           |            |                               |
| 37.                    | School districts submit data requested by MDE annually. <i>§37-13-92 (4), RULE 7.2 (19)</i>  |            |           |            |                               |
| 38.                    | School districts complete an annual report provided by GED Testing Service beginning at the end of the   |            |           |            |                               |

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|----------------------------|---|------------|-----------|------------|-------------------------------|
|                            | 2009-2010 school year. §37-13-92, <i>RULE 7.2 (19e)</i>   |            |           |            |                               |
| <b>Consortium Programs</b> |   |            |           |            |                               |
| 39.                        | If the school district offers the High School Equivalency Program as part of a consortium with other districts, the school district has an approved Mississippi Board of Education contract to form such a consortium.<br><i>§37-13-92 (4), RULE 7.2 (15a)</i>  |            |           |            |                               |
| 40.                        | If part of a consortium, the school district designated as the lead district is responsible for the operation and governance of the High School Equivalency Program.<br><i>§37-13-92 (4), RULE 7.2 (15b)</i>  |            |           |            |                               |
| 41.                        | Transportation is provided by each student's school district of origin.<br><i>§37-13-92 (4), RULE 7.2 (15c)</i>   |            |           |            |                               |
| 42.                        | School districts who are part of a consortium with other school districts for AE, but wish to have an independent High School Equivalency program, submit a letter to MDE requesting permission to operate an independent High School Equivalency program and indicate the reasons why in the letter. |            |           |            |                               |