

ADULT SCHOOL INSTRUCTION

The Governing Board believes that education is a lifelong process and that it is important for individuals to continuously develop new skills. Eligible adults shall be offered opportunities to enroll in programs and courses that develop academic and workforce skills and, as appropriate, lead to completion of requirements for high school graduation.

The Superintendent or designee shall recommend, for approval by the Board and the California Department of Education, courses to be offered through the district's adult education program.

Because graduation from adult school provides students with opportunities for postsecondary education and/or employment, the Board of Education desires to prepare each adult school student to obtain a diploma of adult school graduation.

Adult Education district graduation requirements are the minimum graduation requirements and do not indicate a college preparatory course of study. A student who is planning to enter a 4-year university should plan a course of study which will adequately prepare him/her for higher education.

To ensure efficient and coordinated adult education services, the district shall collaborate with other local educational agencies and the community college district in the region's adult education consortium. The district shall participate in the consortium's identification of the educational needs of adults in the region, identification of available funding and services, development and approval of an adult education plan pursuant to Education Code 84906, and implementation of strategies to address the identified needs, improve the effectiveness of district services, and improve students' transitions into postsecondary education and the workforce.

The district's representative to the region's adult education consortium shall be designated by the Board. (Education Code 84905)

(cf. 9140 - Board Representatives)

The Superintendent or designee shall ensure that all teachers of adult education classes possess an appropriate credential issued by the Commission on Teacher Credentialing and have access to high-quality professional development to continuously enhance their knowledge and skills.

(cf. 4112.2 - Certification)

(cf. 4131 - Staff Development)

Adult education classes may be offered any day or evening, including weekends, for such length of time during the school year as determined by the Board. (Education Code 52505, 52513)

ADULT SCHOOL INSTRUCTION (continued)

Adult education students who fulfill the district's graduation requirements shall receive a diploma of high school graduation.

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(cf. 6146.1 - High School Graduation Requirements)

The Superintendent or designee shall regularly report to the Board on the effectiveness of the district's adult education program. This report shall include, but not be limited to, the number of adults participating in the program, student participation in each type of adult education course or class, and the extent to which students successfully completed these programs, including, as applicable, the completion of requirements for the high school diploma or certificate of equivalency.

(cf. 0500 - Accountability)

The Superintendent or designee shall annually submit to the California Department of Education for approval the titles of classes that have been approved by the Governing Board to be offered in any of the program areas listed above.

Innovative and Alternative Instructional Delivery

The adult education program may offer alternative instructional delivery as approved by the State Superintendent of Instruction. Strategies may include: distance learning, use of video and other communicative technologies; work site instruction for adult basic education skills; and home-based and community-based independent study, using instructional technologies. (Education Code 52522(a)(b)(c); CCR Title 5, 10610, 10615)

**Adult Education Independent Study
Independent Study**

The Superintendent or designee may make independent study available as an instructional strategy for students enrolled in adult education as appropriate to meet their individual needs.

(cf. 6158 - Independent Study)

Participation in independent study shall be voluntary. (Education Code 51747)

Any course taken through independent study shall be a course listed in Education Code 51225.3 or otherwise required by the Board for high school graduation. (Education Code 46300.4)

ADULT SCHOOL INSTRUCTION (continued)

Adult Education students using Independent Study as an instructional strategy shall not exceed 4 hours of recorded attendance per day and 16 hours of recorded attendance per week regardless of the amount of work completed. (EC 46300.3, 52500.1, 52616.16(2)(a); CCR Manual VII-A15.)

*Legal Reference:*EDUCATION CODE*8500-8538 Adult education**10200 CalWORKs education and job training plan**41975-41976.2 Adult education; authorized classes and courses**44260.2-44260.3 Credential requirements, designated subjects adult education credential**44865 Qualifications for home teachers and teachers in special classes**46190-46192 Adult school; days of attendance**46300.4 Independent study in adult education**46351-46352 Adult classes**51040 Prescribed courses**51056 Adult education course of study**51225.3 Requirements for graduation**51241 Physical education exemptions**51246 Physical education exemptions**51730-51732 Elementary school special day and evening classes**51745-51749.6 Independent study**51810-51815 Community service classes**51938 Parental excuse from sexual education or HIV/AIDS prevention education**52500-52523 Adult schools**52530-52531 Use of hospitals**52540-52544 Adult English classes**52550-52556 Classes in citizenship**52570-52572 Disabled adults**52610-52616.24 Adult schools, finances**52651-52656 Immigrant Workforce Preparation Act**60410 Books for adult classes**84830 Adult education consortium**84900-84920 Adult Education Block Grant*WELFARE AND INSTITUTIONS CODE*11320-11329.5 CalWORKs, including education and job training*CODE OF REGULATIONS, TITLE 5*10501 Adult education**10508 Records and reports**10530-10560 Standards**80034 Teaching credentials, adult education**80034.5 Adult education, substitute teachers**80036-80036.4 Requirements for designated subjects adult education credential**80040.2-80040.2.7 Programs of personalized preparation for the designated subjects adult education teaching credentialing*

ADULT SCHOOL INSTRUCTION (continued)

*UNITED STATES CODE, TITLE 20
2301-2415 Carl D. Perkins Career and Technical Education Act*

*UNITED STATES CODE, TITLE 29
3101-3255 Workforce Innovation and Opportunity Act
3271-3333 Adult Education and Family Literacy Act*

Management Resources:

*CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
Adult Education Handbook for California, 2005
Pupil Fees, Charges, and Other Deposits, Fiscal Management Advisory 12-02, April 24, 2013*

WEB SITES

*California Council for Adult Education: <http://www.ccaestate.org>
California Department of Education: <http://www.cde.ca.gov/sp/ae>
California Department of Industrial Relations, Division of Apprenticeship Standards: <http://www.dir.ca.gov/das>
Commission on Teacher Credentialing: <http://www.ctc.ca.gov>
Comprehensive Adult Student Assessment Systems: <http://www.casas.org>*

Policy

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VACAVILLE UNIFIED SCHOOL DISTRICT

Vacaville, California