

## **PHILOSOPHY OF ADULT EDUCATION**

All adult education programs, courses and classes and their enrollment period shall be listed in the district's catalog of adult education classes provided to the public.

### **Adult School Eligibility**

Persons 18 years of age and older and not attending public school are eligible. By special permission from the student's high school counselor, a student under 18 or 18 who has not graduated from high school may be admitted.

Students may be concurrently enrolled in high school if they have a counselor's approval for credit or enrichment and have completed required paperwork.

### **Enrollment**

Adults shall have first priority for enrollment in any adult education class, provided they enroll during the regular enrollment period.

### **Concurrent Enrollment of High School Students**

High School students shall be permitted to enroll in an adult education program course, or class for sound educational purposes. Such classes shall not supplant the regular high school curriculum. Enrollment purposes include, but are not limited to, the following:

1. The adult education program, course or class is not offered in the regular high school curriculum.
2. The student needs the adult education program, course or class in order to make up deficient credits for graduation from high school.

High school students are expected to enroll in regular high school classes before seeking admission to any similar classes offered in the adult education program. A failed course, however, may be repeated through adult education.

Before enrolling in an adult education class, the high school student shall complete a counseling session that includes his/her parent/guardian and a certificated representative of the high school. The certificated high school representative shall ensure that the student's school record includes written documentation of the meeting and includes both of the following statements:

1. That the student is enrolling voluntarily in the adult education class
2. That this enrollment will enhance the student's progress toward meeting educational requirements for high school graduation

The above statement shall be signed by the student, the parent/guardian and the certificated high school representative.

## **PHILOSOPHY OF ADULT EDUCATION** (continued)

### **Courses**

Each program shall be designed for an attended primarily by adults. Proposed adult education classes shall have an educational purpose and meet the following criteria required for approval by the California Department of Education:

1. Classes shall be located in facilities which clearly identify the classes as being open to the general public, with the exception of apprenticeship training classes, classes designed to serve the needs of disabled adults, classes in state hospitals and classes in jails and prisons.
2. Class time shall be devoted to instruction.
3. Course content shall be educational and intended to teach a skill or knowledge unrelated to repetitive practices.
4. The course title shall clearly indicate its educational nature.
5. The adult program will establish ESL classes when 20 or more individuals above the age of 18 who cannot speak, read, or write at a proficiency level required for completion of eighth grade have applied for classes in English. The classes will meet a minimum of two times a week for two hours each time.
6. The adult education program will establish classes in training for citizenship if 25 or more individuals residing in the district have applied for them.

Adult education classes or courses for which state reimbursements are claimed are classified in to one or more of the following categories:

1. Parenting, including parent cooperative preschools, classes in child growth and development, and parent-child relationships.
2. Elementary and secondary basic skills and other courses and classes required for the high school diploma.
3. English as a second language (ESL)
4. Programs for immigrants eligible for educational services in citizenship, English as a second language, and workforce preparation classes in the basic skills of speaking, listening, reading, writing, mathematics, decision making and problem solving, and other classes required for preparation to participate in job-specific technical training.
5. Programs for substantially disabled persons
6. Short-term vocational programs with high employment potential
7. Programs for older adults
8. Programs for apprentices

## **PHILOSOPHY OF ADULT EDUCATION** (continued)

9. Home economics
10. Health and safety education

### **Community Service Classes**

As part of the adult education program, the Board of Education may establish and maintain community service classes to provide instruction that contributes to the physical, mental, moral, economic or civic development of any persons who are qualified to enroll.

Certificates of skill or accomplishment may be provided upon the satisfactory completion of community service classes.

When direct costs for a class are fully paid by student-paid fees, approval of such a class by the California Department of Education is not required.

### **Attendance and Reporting**

The school claims only student attendance in all apportionment and funded programs for those students who meet the rules of attendance.

No student enrolled in the adult education classes is credited with more than 15 clock hours of attendance per week except for those enrolled in elementary subjects, high school subjects for which credit is given, English for immigrants, citizenship, or trade or industrial subjects as defined by the State Board of Education for grades 7-12 or in classes for adults with disabilities that have been approved by California Department of Education course outlines.

Attendance will be reported in clock hours for pupils in classes for adults if the pupil is present for any part of a scheduled hour. When classes that are subject to hourly attendance accounting are scheduled for more or less than the exact hour or multiple hours in each session, the resulting attendance accounting is aggregated into whole hours for reporting. To be credited with a following hour, or scheduled part of an hour of the same class, the student must be present for some part of that hour. The record must substantiate that each hour or portion of an hour of a student's credited attendance was determined separately.

Attendance will be taken for:

1. Any student who has not completed a student registration form and who is not listed on the teacher's attendance form.
2. Students who are absent from their adult education classes
3. Students with F1 Visas or Form I-20 AB students

**PHILOSOPHY OF ADULT EDUCATION** (continued)

**Fees**

The district may charge adult students a registration fee for each adult education class, with the following exceptions:

1. No fee shall be charged for a class for which high school credit is granted if the class is taken by an individual who does not hold a high school diploma.
2. No charge shall be made for a class in an elementary subject or a class in English or citizenship for immigrants unless the student is a nonimmigrant alien with an F-1 visa status. Any nonimmigrant enrolled in these classes shall be charged to a fee to cover the full cost of the instruction, not to exceed actual costs. The fee shall be adopted by the Board at a regular meeting at least 90 days before the beginning of the class for which the fee is charged.

Except for those fees required by law, at the recommendation of the Superintendent of designee, the payment of fees may be waived in cases of unusual hardship.

The Board may fix a charge, not to exceed costs, for books furnished to adult education students. In some cases books may be obtained from the district at cost or may be obtained on loan with the payment of a refundable deposit. In addition, materials purchased from the incidental expense account may be sold to adult school students for use in their classes.