

**Instruction**

**ADULT EDUCATION**

The Governing Board recognizes 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.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

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)

A certificate of completion of the eighth grade shall be awarded through the adult school upon successful completion of both of the following:

1. At least one term in the adult elementary program
2. Overall eighth-grade placement on a recognized standardized achievement test

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

(cf. 6142.7 - Physical Education and Activity)  
(cf. 6146.1 - High School Graduation Requirements)

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  
46300.1 - 46300.4 Independent study in adult education  
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  
51810-51815 Community service classes  
52500-52523 Adult schools  
52530-52531 Use of hospitals

**ADULT EDUCATION (continued)**

52540-52544 Adult English classes  
52550-52556 Classes in citizenship  
52570-52572 Disabled adults  
52610-52616.24 Finances  
52651-52656 Immigrant Workforce Preparation Act  
52900-52904 Alternative education and work centers for high school dropouts  
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  
10530-10534 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  
UNITED STATES CODE, TITLE 8

1184 Foreign students  
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:  
<https://www.dir.ca.gov/das>  
Commission on Teacher Credentialing: <http://www.ctc.ca.gov>  
Comprehensive Adult Student Assessment Systems: <https://www.casas.org>

Management Resources:

CDE PUBLICATIONS  
Adult Education Handbook for California  
CDE LEGAL ADVISORIES  
0319.97 Amendments to F-1 Student Visa Requirements, LO: 1-97  
CDE PROGRAM ADVISORIES  
0600.92 Using Independent Study in Adult Education Programs: An Option  
0609.88 Education Fees for F-1 Visa Students  
0622.87 Discrimination Against the Handicapped in Adult Education Programs

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**Instruction**

**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. (Education Code 52523)

**Enrollment**

With the exception of programs specified in Education Code 52570, adult education classes shall be located in a facility which clearly identifies the class as being open to the general public. (Education Code 52517, 52570)

Adults shall have first priority for enrollment in any adult education class, provided they enroll during the regular enrollment period. (Education Code 52523)

For the purpose of the Adult Education Block Grant pursuant to Education Code 84900-84920, "adults" include persons age 18 or older. For other adult education programs, adults include persons age 18 or older and other persons not concurrently enrolled in a regular high school program. However, high school students may be concurrently enrolled in adult education under the conditions specified in the section "Concurrent Enrollment of High School Students" below. (Education Code 52610, 84901)

Students possessing or seeking an F-1 visa designation shall not be enrolled in district adult school programs. Students currently enrolled with an F-1 visa designation shall continue to be eligible for enrollment in district adult schools until their visa expires or until they leave the United States. (8 USC 1184)

**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, including, but not limited to, the following: (Education Code 52523)

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.

(cf. 6146.1 - High School Graduation Requirements)

**ADULT EDUCATION (continued)**

3. The adult education program, course or class allows the student to gain vocational and technical skills beyond that provided by the regular high school's vocational and technical education program.

(cf. 6178 - Career Technical Education)

4. The adult education program, course or class supplements and enriches the high school student's educational experience.

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: (Education Code 52500.1, 52523)

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

Classes offered in the district's adult education program shall supplement and not supplant the regular high school curriculum. No course required by the district for high school graduation or necessary for students to maintain satisfactory academic progress shall be offered exclusively through the adult education program. (Education Code 52523)

**Programs and Courses**

A proposed adult education classes shall have an educational purpose and meet the following criteria required for approval by the California Department of Education:

1. The class shall be located in a facility which clearly identify the class 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 (Education Code 52517, 52570)
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

**ADULT EDUCATION (continued)**

4. The course title shall clearly indicate its educational nature

Adult education classes or courses shall offer instruction in one or more of the following categories: (Education Code 41976, 84913)

1. Programs in parenting, including parent cooperative preschools, classes in child growth and development, and parent-child relationships
2. Programs in Elementary and secondary basic skills, including programs leading to a high school diploma or high school equivalency certificate
3. English as a second language
4. Programs for immigrants eligible for educational services in citizenship, English as a second language, and workforce preparation
5. Programs for adults with disabilities
6. Short-term vocational programs with high employment potential
7. Programs for older adults, including, but not limited to, older adults, that are primarily related to entry or reentry into the workforce
8. Programs for adults, including, but not limited to, older adults, that are primarily designed to develop knowledge and skills to assist elementary and secondary students to succeed academically in school
9. Short-term career technical education programs with high employment potential
10. Programs offering pre-apprenticeship training activities in coordination with one or more approved apprenticeship programs
11. Home economics
12. Health and safety education

Programs in parenting, including parent cooperative preschools, and classes in child growth and development, parent-child relationships, and parenting

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

**ADULT EDUCATION (continued)**

All adult education programs, courses, and classes and their enrollment period shall be published in the district's catalog of adult education classes provided to the public. (Education Code 52523)

**Community Service Classes**

Adults also may be enrolled in community service classes offered by the district. (Education Code 51811)

(cf. 6146.4 - Service Learning/Community Service Classes)

Certificates of skill or accomplishment may be provided upon the satisfactory completion of community service classes. (Education Code 51813)

**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)

An adult who has been continuously enrolled in K-12 education since his/her 18th birthday may remain engaged in K-12 independent study until his/her 21st birthday. (Education Code 46300.1)

For students 21 years of age or older, or students 19 years of age or older who have not been continuously enrolled in school since their 18th birthday, any course taken through independent study must be a course listed in Education Code 51225.3 or otherwise required by the Board as a prerequisite to receiving a diploma for high school graduation. (Education Code 46300.4)

**Fees**

No fee shall be charged for the following adult education programs or classes: (Education Code 52612, 52613)

1. 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. (Education Code 52612)
2. A class in an elementary subject or a class in English as a second language or citizenship unless the student is a nonimmigrant alien with an F-1 visa status. Any non-immigrants enrolled in these classes shall be charged 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. (Education Code 52612, 52613)

**ADULT EDUCATION (continued)**

Except for those fees required by law, at the recommendation of the Superintendent or 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. (Education Code 52615, 60410)

(cf. 3260 - Fees and Charges)

**Graduation Requirements**

A certificate of completion of the eighth grade shall be awarded through the adult school upon successful completion of the following:

1. At least one term in the adult elementary program which includes reading, writing, arithmetic, spelling, current events, geography, California and U.S. history, civics and natural science
2. Overall eighth-grade placement on a recognized standard achievement test
3. Successful passage of a district test in U.S. history and Constitution

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

The prescribed course of study for adult education students shall include: (Education Code 51225.3)

English	30 credits
Mathematics	20 credits
Physical Science	10 credits
Life Science	10 credits
World Geography	5 credits
World History	10 credits
United States History	10 credits
Economics	5 credits
American Government	5 credits
Foreign Language/Fine Arts	10 credits
Electives	<u>45 credits</u>
<b>Total</b>	<b>160 credits</b>

**ADULT EDUCATION (continued)**

Requirements for graduation and specified alternative means for completing the prescribed course of study shall be made available to student, parents/guardians and the public (Education Code 51225.3).

To receive an adult education diploma, district students must achieve at least minimum proficiency in reading comprehension, writing and mathematics. The Board shall adopt proficiency standards in these areas and any others it deems appropriate. All adopted proficiency standards shall correspond with the goals of the course of study required for graduation.

Adult school proficiency standards shall be the same as those developed for high school graduation with the involvement of administrators, teachers, counselors, students and parents/guardians broadly representative of the district's socioeconomic composition. (Education Code 51215) The Superintendent or designee shall present standards so developed for adoption by the Board.

Students shall be assessed periodically to measure mastery of basic skills and shall be provided with additional instruction and opportunities to meet the standards established by the district.

The Superintendent or designee shall ensure that parents/guardians are properly notified of the district proficiency requirements for graduation and will establish procedures for parent/guardian involvement and consultation when a student has not met district standards.

The Superintendent shall provide for the periodic screening of assessment instruments for racial, cultural or sexual bias.

(cf. 0410 - Nondiscrimination in District Programs and Activities)  
(cf. 5111.2 - Nonresident Foreign Students)

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