

**SAN LORENZO
UNIFIED SCHOOL DISTRICT
BOARD POLICY**

Instruction

BP 6200 (a)

ADULT EDUCATION

1. The adult education program shall meet the needs of the persons eligible for admission to the program; it shall conform to the standards of the State Board of Education and to the standards of the San Lorenzo Board of Education.
2. The Superintendent shall develop a comprehensive adult education program and present the adult education course of study to the Board for its approval.
3. The Board shall establish requirements for and authorize the awarding of the eighth grade certificate and the adult high school diploma.
4. Admission to the adult program shall be open to all residents of this district and to non-residents whose admittance will not deprive a district resident of admittance. Upon recommendation of the high school principal, and approval of the Adult School principal, high school students who meet the prerequisites may be admitted to the adult program.
5. Registration fees for non-mandated community education courses will be established by the administration at an amount needed to make the courses self-supporting. No registration fee is charged for English as a Second Language, Citizenship, elementary and high school basic skills courses.
6. Course fees for all non-immigrant foreign students attending Adult School with the appropriate certificate of eligibility (Form I-20) will be required to pay the full cost of instruction, effective July 1, 1988. (S.B. 432).

Ed Code 53, 51096, 52500-52615, 60410
Title 5 California Administrative Code: Division 10.2

Date Adopted: 3/1/88
Formerly Policy No. 227

**SAN LORENZO
UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE REGULATIONS**

Instruction

AR 6200 (a)

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

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

For purposes of these programs, "adults" include persons age 18 or older not concurrently enrolled in a regular high school program. (EC 52610)

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 visas expire or until they leave the United States. (8 USC 1184) (cf. 5111.2 – Nonresident Foreign Students)

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 supplement and not supplant the regular high school curriculum. Sound educational purposes include, but are not limited to, the following: (EC 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.
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 – Vocational 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 enrollment 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 both of the following statements: (EC 52500.1, 52523)

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. (cf. 6164.2 – Guidance/Counseling Services)

Courses

A proposed adult education class 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 identifies 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. (EC 52517, 52570) (cf. 0410 – Nondiscrimination in District Programs and Activities)
2. Class time shall be devoted to instruction.
3. Course content shall be educational and intended to teach a skill or knowledge.
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: (EC 41976)

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
9. Home economics
10. Health and safety education

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. (EC 52505, 52514).

Community Service Classes

As part of the adult education program, the Board may establish and maintain community service classes to provide instruction that contributes to the physical, mental, moral, economic or civil development of any persons who may wish to enroll. (EC 51810)

Certificates of skill or accomplishment may be provided upon the satisfactory completion of community service classes. (EC 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. (EC 51747)

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. (EC 46300.4) (cf. 6143 – Courses of Study)

Fees

The district may charge adult education 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. (EC 52612)
2. No charge shall be made for enrollment in the Adult Basic Education class or a class in English or citizenship for foreigners unless the student is a nonimmigrant alien with an F-1 visa status. Any nonimmigrant 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. (EC 52612, 52613)

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. (EC 52615, 60410) (cf. 3260 – Fees and Charges)

Certificate and 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. (cf. 6146.1 – High School Graduation Requirements)

Reference BP/AR 6146 May 18, 2004
Reference BP 6200

Board adopted: March 1, 2005