

**ADULT EDUCATION**

**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 purposes of the Adult Education Block Grant pursuant to Education Code 84900-84920, *adults* include persons 18 years of age 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.

**Programs and Courses**

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

1. Programs in elementary and secondary basic skills, including programs leading to a high school diploma or high school equivalency certificate

*(cf. 6146.2 - Certificate of Proficiency/High School Equivalency)*

2. Programs for immigrants eligible for educational services in citizenship, English as a second language, and workforce preparation
3. Programs for adults, including, but not limited to, older adults, that are primarily related to entry or reentry into the workforce
4. 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
5. Programs for adults with disabilities
6. Short-term career technical education programs with high employment potential
7. Programs offering pre-apprenticeship training activities in coordination with one or more approved apprenticeship programs
8. Programs in parenting, including parent cooperative preschools, and classes in child growth and development, parent-child relationships, and parenting

## **ADULT EDUCATION** (continued)

The Superintendent or designee shall annually submit to the California Department of Education for approval the titles of classes to be offered in any of the program areas listed above.

### **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 Governing 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)

### **Adult School Graduation Requirements**

In order to receive a high school diploma from the Poway Adult School, a student must be at least eighteen (18) years of age and must successfully complete the following requirements:

1. **Credit Requirements** (locally adopted)
  - a. English - Forty (40) credits
  - b. Mathematics - Twenty (20) credits
  - c. Social Science - Thirty (30) credits
  - d. Science - Twenty (20) credits
  - e. Foreign Language, Visual and Performing Arts, or Career Technical Education - Ten (10) credits
  - f. Additional credits to total 190 credits
2. **Residence Requirement** (locally adopted)

Students must attend at least two (2) classes and earn ten (10) credits in classes conducted by the Poway Adult School.

**ADULT EDUCATION** (continued)

Adults wishing to complete secondary school graduation requirements must pursue a course of study outlined by the principal, counselor, or designee in the orientation conference.

Transfer students may be awarded credit for work in progress when the following conditions exist:

1. The student has achieved satisfactory performance in the prescribed subject
2. The course instructor recommends that credit be granted
3. The student has attended 85% of the class sessions

Students who do not meet the above requirements will be asked to re-enroll in the subject the following term and continue until the above conditions exist. In these situations, credit is based upon either the mastery of content or the number of hours spent in class per week for each term as follows:

6 hours - 5 credits

5 hours - 4 credits

4 hours - 3 credits

3 hours - 2.5 credits

2.5 hours - 2 credits

2 hours - 1.5 credits

Credits will be accepted from the following:

1. Accredited high schools and evening high schools
2. Courses taken in the military service
3. Verified work experience
4. General Educational Developmental Tests (GED)
5. College or university courses
6. Correspondence courses

**ADULT EDUCATION** (continued)

The following restrictions shall apply to acceptance of credits to meet specific course requirements:

**English** - Forty (40) credits

- No more than five (5) credits of speech or drama can be applied toward the English requirement.
- No more than ten (10) credits can be applied toward the English requirement from the following combination of courses: Journalism and Yearbook.
- Thirty (30) credits of the English requirement must be completed in regular classroom work. Five (5) credits may be satisfied by credits awarded for the Reading or Writing portion of a high school equivalency test.
- At least five (5) credits of the English requirement must be earned in a course which is basic composition.
- English as a Second Language classes may be used for elective credit but may not be used to meet the English requirement.

**Mathematics** - Twenty (20) credits

- At least one mathematics course, or a combination of two mathematics courses, shall meet or exceed the state academic content standards for Algebra I or Integrated Math I.
- Five (5) credits of the mathematics requirement may be satisfied by credits awarded for the math portion of a high school equivalency test.

**Social Studies** - Thirty (30) credits

- Ten (10) credits of American History and five (5) credits of Civics and five (5) credits of economics must be completed in regular classroom work.
- Ten (10) credits of the World History requirement may be awarded for the social studies portion of a high school equivalency test.

**Science**

- Ten (10) credits in biological science.
- Ten (10) credits in physical science.

## **ADULT EDUCATION** (continued)

- Twenty (20) high school credits may be awarded for satisfactory completion of a high school equivalency test in science.

### **College Credits**

- Five (5) high school credits will be allowed for each college course of three (3) semester units or four and one-half (4 ½) quarter units.

### **Elective Credits**

- No credits in physical education shall apply toward elective requirements and none are required.
- Transfer students may be given elective credit for courses dealing primarily with religious doctrine if the credit has been earned in an accredited high school during the regular school day and as a part of the regular school curriculum.

No credit shall be allowed for work experience prior to eighteen (18) years of age unless taken in a regular high school work experience program with accompanying academic work. Work experience credit may be granted at the rate of five (5) credits for each six (6) months of verified full-time employment after the age of eighteen (18). A total of forty (40) credits may be obtained for verified work experience and school service classes.

### **Community Education**

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

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

The Board of any school district maintaining secondary schools is authorized without the approval of the State Department of Education to establish and maintain community education classes in civic, vocational, literacy, health, homemaking, technical, and general education, including but not limited to classes in the fields of music, drama, art, handicraft, science, literature, nature study, nature contacting, aquatic sports, and athletics. Such classes shall be designed to provide instruction and to contribute to the physical, mental, moral, economic, or civic development of the individuals or groups enrolled therein.

Community Education classes shall be open for the admission of adults and of such minors, as in the judgment of the Board, who may profit from them.

## **ADULT EDUCATION** (continued)

Governing Boards may expend from the general fund of the district any money which is budgeted for community education to establish and maintain community education classes and may charge student fees not to exceed the cost of maintaining such classes or may provide instruction in such classes for remuneration by contract, or with contributions or donations of individuals or groups.

### **Procedures for Curriculum Development**

Based on the authority granted by the Education Code sections above, Community Service classes may be developed for students of the district during the regular district summer session. In these classes, student fees will be established to cover all costs of the classes. The fee will be based upon a number of factors, including, but not limited to, teacher salary, facility maintenance, administrative costs, instructional materials, and number of hours of instruction.

The fee structure will be based upon a minimum number of students per class. Classes will officially begin only when a sufficient number of students are enrolled, fees are paid, and approval is given by the Adult School principal. Official commitment for the hiring of staff is made only when these procedural steps have been completed. Should the agreed upon enrollment fail to materialize, the class will be cancelled and the teacher will not be paid for the time used in planning and preparation of the class.

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)

### **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.
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 nonimmigrant enrolled in these classes shall be charged a fee to cover the full cost of the instruction, not to exceed actual costs.

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

**ADULT EDUCATION** (continued)

The Board may fix a charge, not to exceed cost, 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)*