

MODESTO CITY SCHOOLS

Administrative Regulation

AR 6200

INSTRUCTION

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)

Identification for Adult Education Students

For the 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. 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 52523, 52610, 84901)

Concurrent Enrollment of High School Students

High school students may 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.
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 career technical education program.

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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 the student, the student's parent/guardian, and a certificated representative of the high school. The certificated high school representative shall arrange this meeting and ensure that the student's school record includes written documentation of the counseling session and 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 the enrollment will enhance the student's progress toward meeting educational requirements for high school graduation.

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

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

The District's adult education program shall offer instruction in one or more of the following areas: (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

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2. Programs for immigrants eligible for educational services in citizenship, English as a second language, immigrant integration, and work force 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 approved by the Division of Apprenticeship Standards for the occupation and geographic area.
8. English as a second language

The District may also offer programs in parenting, family and consumer awareness, English as a second language, classes for older adults, home economics, and health and safety education. Such programs shall not be paid for with Adult Education Program Funds.

The Superintendent or designee shall regularly 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.

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

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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)

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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.

Student participation in independent study shall be voluntary and no student shall be required to participate. (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 their 18th birthday may remain engaged in K-12 independent study until their 21st birthday. (Education Code 46300.1)

Fees

The District may require fees for enrollment in an adult education class. However, no fees 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 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.

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.

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3. A class in English as a second language.

The Board may fix a charge, not to exceed cost, for books furnished to adult education students. In lieu of fixing such charge, books may be loaned to students 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)

Legal References:

EDUCATION CODE

8500-8538 Adult Education

10200 CalWORKs education and job training plan

41975-41976.1 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

46191 Attendance for adults in correctional facilities

46300.1-46300.42 Independent Study

51040 Prescribed courses

51056 Adult Education course of study

51225.3 Requirements for graduation

51241 Temporary two-year or permanent exemption from physical education

51246 Physical education exemptions

51730-51732 Elementary school special day and evening classes

51745-51749.6 Independent Study

51810-51815 Community service classes

52500-52523 Adult schools

52530-52531 Use of hospitals

52540-52544 Adult English classes

52550-52556 Classes in citizenship

52570-52572 Disabled adults

52610-52616.18 Adult schools, finances

52620 Attendance at community college as special part-time student

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, education and job training

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Legal References (cont.):

CODE OF REGULATIONS, TITLE 5

10501 Adult Education

10508 Records and reports

10530 Counseling and guidance services

10530-10534 Standards

10560 Standards of administration

53412 Minimum qualifications for instructors of noncredit courses

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 20

2301-2415 Carl D. Perkins Career and Technical Education Act

2301-2414 Strengthening Career and Technical Education for the 21st Century 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

Adult Education Block Grant (AEBG) Measures of Effectiveness

Pupil Fees, Charges, and Other Deposits, Fiscal Management Advisory 20-01, July 23, 2020

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 Education, Adult Education: <https://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>

CSBA District and County Office of Education Legal Services: <https://legalservices.csba.org/>

Cross References (cf.):

0410 – Nondiscrimination in District Programs and Activities

0440 – District Technology Plan

0500 – Accountability

1312.3 – Uniform Complaint Procedures

3260 – Fees and Charges

3541 – Transportation Routes and Services (N/A)

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Cross References (cf.) (cont.):

4112.2 – Certification (N/A)
4121 – Temporary/Substitute Personnel
4121 – Hourly and Substitute Employees – Paid Sick Leave
4131 – Staff Development
5148.3 – Preschoool/Early Childhood Education
6112 – School Day
6142.4 – Service Learning/Community Service Classes (N/A)
6142.7 – Physical Education and Activity
6145.6 – International Exchange
6146.1 – High School Graduation Requirements
6146.2 – Certificate of Proficiency/High School Equivalency
6146.2 – Honorary Diplomas Foreign Exchange Students, 9-12
6146.4 – Differential Graduation and Competency Standards for Students with Disabilities
6146.5 – Elementary/Middle School Graduation Requirements
6146.11 – Alternative Credits Toward Graduation (N/A)
6158 – Independent Study Program
6164.2 – Guidance/Counseling Services
6172.1 – Concurrent Enrollment in College Classes
6178 – Career Technical Education
6178.2 – Regional Occupational Center/Program (N/A)
6184 – Continuation Education
9140 – Board Representatives

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