

***ADULT SCHOOL INSTRUCTION***

*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)*

*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 Adult basic Education (ABE) and Adult Secondary Education (ASE) 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 adult basic (ABE) and adult secondary (ASE) 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*
- 9. English as a second language*
- 10. Programs for older adults*
- 11. Home economics*

***ADULT SCHOOL INSTRUCTION (continued)***

*12. Health and safety 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)*

*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)*

*An adult school diploma may be granted to adults, 18 years of age or older who have completed the following minimum requirements:*

*1. A student must be enrolled and attending at least one or two classes during the semester in which he/she will graduate.*

*2. A student must earn 180 units in the following subject areas:*

<i>English</i>	<i>40 units</i>
<i>Math including Algebra I/Integrated I(10 credits)</i>	<i>20 units</i>
<i>Science</i>	
<i>Biology/Life Science</i>	<i>10 units</i>
<i>Physical Science</i>	<i>10 units</i>
<i>Social Studies</i>	
<i>World History</i>	<i>10 units</i>
<i>U.S. History</i>	<i>10 units</i>
<i>Economics</i>	<i>5 units</i>
<i>American Government</i>	<i>5 units</i>
<i>Fine Arts or Foreign Lang or CTE class.</i>	<i>10 units</i>
<i>Career Explorations</i>	<i>5 units</i>
<i>Electives</i>	<i>55 units</i>

*3. Correspondence courses from any recognized university in courses commonly taught in the public high schools of California shall be accepted at full value but not to exceed a maximum of 40 semester units.*

*Variable credits may be awarded to students who receive passing scores on CASAS (Comprehensive Adult School Student Assessment System) standardized assessments.*

***ADULT SCHOOL INSTRUCTION (continued)***

4. *No credit may be given for a course in which attendance has been less than 70%.*
5. *Credits shall be assigned to a course according to the number of hours of instruction received and/or defined in the course outline.*

*A certificate of completion of the Adult Basic Education (ABE) program shall be awarded through the adult school upon successful completion of both of the following:*

1. *At least one term in the (ABE) adult basic education program*
2. *Overall eighth-grade (ABE) placement on the (CASAS) Comprehensive Adult Student Assessment Systems achievement test.*

***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. *English Language Acquisition (ELA)*
3. *EL Civics/Citizenship*
4. *Adult Secondary Education (ASE)*
  - a. *Adult Diploma Program*
  - b. *High School Equivalency (HSE)/(GED)*
5. *Adult Basic Education (ABE)*
6. *Adults with Disabilities*

*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.*

*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)*

***ADULT SCHOOL INSTRUCTION (continued)***

*(cf. 3260 - Fees and Charges)*

*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. 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)*

***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)*

- 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 career 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*
- 5. The Adult School reserves the right to refuse enrollment of high school students to ensure compliance with the regulations governing the operation of adult schools.*
- 6. To be eligible to take the General Education Development (GED) examinations, an 18 year old must not be a regularly enrolled high school student.*

*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 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 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)*

**Instruction**

**AR 6200 (f)**

***ADULT SCHOOL INSTRUCTION (continued)***

*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)*

Regulation  
Approved:  
Revised:

BENICIA UNIFIED SCHOOL DISTRICT  
BENICIA, California