



CATEGORY: **Instruction, Adult Education**

SUBJECT: **Adult Education Programs**

A. PURPOSE AND SCOPE

1. To delineate adult education programs offered by the San Diego Unified School District and the San Diego Community College District.
2. To outline administrative procedures related to adult education programs provided by the San Diego Unified School District.
3. **Related Procedures:**

Enrollment of minors in community college adult education classes	4405
Exemptions from compulsory full-time and continuation education	6185
Staff development/training programs and activities	7080
Placement of custodians	7410
High school diploma program	4410
Use of buildings and equipment by community college district	9215

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: **C-4700, F-1000, F-1050, F-2000, F-2200, F-3150, F-3900, F-6000, H-7800; Adult Education: California Handbook; Education Codes 8500 et seq., 41976, 48040, 48400 et seq., 52300 et seq., 52500 et seq.;** Delineation of Function Agreement.
2. **State Laws Governing Adult Education**
 - a. **Education Code Section 8500** states that “adult continuing education is essential to the needs of society in an era of rapid technological, economic, and social change and that all adults in California are entitled to quality, public-supported, continuing education opportunity.”
 - b. Adult education program areas mandated by the Education Code and eligible for state apportionment are elementary and secondary basic skills, English as a second language, citizenship for immigrants, short-term vocational programs, programs for substantially handicapped adults, programs for older adults, parent education programs, **health-**safety education, home economics, and apprenticeship education (see C.3.).
 - c. Where both a community college district and a school district serve the same geographic area and both provide adult education, their respective governing boards shall approve an agreement specifying each district’s responsibilities for adult education classes, courses, or programs (Ed. Code 8530-38).

- d. The San Diego Unified School District and the San Diego Community College District, which have nearly identical boundaries, provide adult education programs under provisions set forth in a "Delineation of Function Agreement" effective January 1980 (*see C.3.*).

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Adult Education Office, Alternative Education, Department of Student Options.
2. **Definitions**
 - a. **Regularly enrolled:** A status of school **enrollment** whereby a student's registration in a class is entered on enrollment forms which meet the requirements of the California State Department of Education, Adult Education Field Services Section (*Adult Education: California Handbook*, Subj. 003.1).
 - b. **Concurrently enrolled:** A status of school enrollment whereby, in addition to enrollment in an adult education program, a student is enrolled in a regular high school program for a minimum of 240 minutes per school day or in a continuation school, adjustment, or opportunity school, for special education or independent study, for the minimum hours required for full-time attendance (see Procedure 4026). High school students enrolled in adult programs during the summer are considered concurrently enrolled if they have not graduated, even if not enrolled in a regular high school summer program (*Adult Education: California Handbook*, Subj. 003.3)
 - c. **Exemption:** A nondisciplinary exception to the general rule compelling children from six to sixteen years of age to attend school (see Procedure 6185).
3. **Delineation of Function Agreement.** The San Diego Unified School District Board of Education and the San Diego Community College Board of Trustees adopted a "Delineation of Function Agreement" related to the operation of adult education programs (Ed. Code 8536). This agreement provides that adult education programs shall be offered as follows:
 - a. **Adult basic education, citizenship, English as a second language, elementary and high school diploma programs**
 - (1) **The unified school district** shall provide programs for students enrolled in, or eligible to enroll in, district K-12 programs. District-operated adult programs in this category would be limited to:
 - (a) Students up to 18 years of age subject to compulsory full-time education who were enrolled in a regular high school program or in a continuation or opportunity program immediately prior to enrollment in district adult education courses.

- (b) Students between the ages of 18 and 19 years 11 months who have not graduated from high school and were enrolled in a *regular* high school or in a continuation or opportunity program immediately prior to enrollment in district adult education courses.
- (2) **The community college district shall** provide programs for students not served by the unified school district, as provided in C.3.a.(1).
- b. **Vocational and occupational training.** The unified school district shall provide vocational education and job training for persons defined in C.3.a.(1), and may provide vocational education and job training programs funded totally or in part by state or federal categorical funds where the program includes participation by students both over and under the age of 18.
- c. **Parent education classes**
- (1) The **unified school district** shall provide parent education classes which support district K-12 programs.
- (2) **The community college district** shall provide all other parent education programs and services.
- d. **Programs for handicapped**
- (1) **The unified school district** shall provide programs and services for handicapped students through 21 years of age as required under the Master Plan for Special Education.
- (2) **The community college district** shall provide programs for the disabled and persons 18 years of age or older, and in accordance with state requirements and the Master Plan for Education of Disabled.
- e. **Regional Occupational Programs (ROP)**
- (1) **The unified school district** shall provide ROP courses for high school students, out-of-school youth, and adults, except those contracted to be administered by the community college district under separate agreement.
- (2) **The community college district may** offer ROP courses as contracted, with course-by-course approval each year from the unified school district.
- f. **Programs for adults of thirteenth- and fourteenth-grade-level courses.** The community college district *shall* offer programs involving thirteenth- and fourteenth-grade-level course content.

4. Funding. Adult education for state-mandated programs is provided through categorical state funding, which is separate from K-12 funding. Adult education funding is based on hours of actual class attendance rather than on enrollment. Attendance of only those persons regularly enrolled in a class shall be counted. For apportionment purposes, 525 hours of attendance per fiscal year equals one adult school A.D.A.

5. Enrollment Eligibility

a. **The community college district** shall serve students not eligible to be served by the **unified** school district (students 20 years of age and older, students with a high school diploma, and exempted or emancipated minors). **The unified school district shall** serve those students described in **C.3.a.-e.**

b. **Exceptions**

(1) A person *20 years of age or older may enroll in* a San Diego Unified School District program if there is no appropriate community college program available to enable that student to pursue his/her educational goals. A waiver form (E. 1.) is required.

(2) In certain cases, a person *under the age of 20 may enroll in* a community college course if there is no suitable unified school district program available. A waiver form (E. 1.) may be required.

6. Unified School District Adult Education Programs

a. **Sites.** Adult education classes are conducted at district sites and, in certain circumstances, at other public facilities.

(1) **High School Diploma Program (HSDP)** classes are conducted at high school sites during late afternoon and evening hours (see Procedure 4410).

(2) **Parent education classes** may be conducted on elementary or secondary school campuses during morning, afternoon, or evening hours.

(3) **Vocational education classes** are held at various sites depending on site availability (see Procedure 7030).

b. **Administration. The Adult Education Office**

(1) Administers and provides funding; assumes reporting responsibility to the state; and maintains records related to enrollment, hours of attendance, hours of instruction, course approval, and personnel assignment for district adult education programs.

- (2) Provides regular class visitations and supervision of instruction for parent education classes, vocational education classes, and the High School Diploma Program
 - c. **Staffing.** District salary and personnel regulations and procedures apply to the persons employed in district adult education programs.
 - (1) Teachers may be recruited from within or outside the district. All district adult education teachers must possess a valid California teaching credential authorizing service at the adult level. A credential authorizing service in adult vocational education is permissible for teaching some courses.
 - (2) Certificated and classified employment in district adult education programs is hourly.
 - (3) The minimum student: teacher ratio needed to continue an adult education class is 20:1.
7. **Community College Adult Schools Located at Unified School District Sites.** When a community college adult education program is operated at a unified school district site, the community college dean assigned to that site is responsible for program administration and supervision (see Procedures 9215 and 7410.)

D. IMPLEMENTATION

1. **Enrollment**
 - a. **Parent education and vocational education.** After initial meeting, instructors submit student registration cards to Adult Education Office.
 - b. **High School Diploma Program** (see Procedure 44 10)
2. **Attendance.** All adult education instructors shall keep daily positive attendance records via class sign-in sheets.
 - a. **Parent education and vocational education.** Instructors forward daily attendance records to Adult Education Office, using “Adult Education, Class Attendance Verification.”
 - b. **High School Diploma Program** (see Procedure 44 10)
3. **Course Approval.** Parent education classes, vocational education courses, and High School Diploma Program classes must be approved by Board of Education *prior to being offered*. Adult education specialist initiates course approval process.

4. **State Reporting.** Adult Education Office submits annual reports to State Department of Education, Adult Education Field Services Section.

E. FORMS AND AUXILIARY REFERENCES

1. Waiver Form for Students to Enroll in Adult High School Program, Stock No. 22-A-1370.
2. Parent education and vocational education form, available from Adult Education Office:
 - a. Registration card
 - b. Adult education program evaluation
 - c. Class attendance record
 - d. Adult Education, Class Attendance Verification
 - e. Unacceptable or Disruptive Behavior by Adult Vocational Education Students

F. REPORTS AND RECORDS

1. State reports submitted by Adult Education Office (see D.4.).
2. Adult Education Office maintains:
 - a. Permanent records of all enrollments in parent education, High School Diploma Program, and vocational education.
 - b. Attendance, personnel, and material purchase records.
3. The permanent student record of High School Diploma Program graduates is the responsibility of the high school issuing the diploma.

G. APPROVED BY



Superintendent of Public Education