

Mendocino Unified School District

Instruction

Adult Education

All adult education programs, courses, and classes and their enrollment period shall be listed in the District's catalogue of adult education classes. (EC 52523)

Enrollment: Adults shall have first priority for enrollment in any adult education class, provided they enroll not later than the regular enrollment period.

High school students shall be permitted to enroll in an adult education program, course, or class for sound educational purposes. Such classes shall not supplant the regular high school curriculum. Enrollment purposes include, but are not limited to, the following:

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 supplements and enriches the high school student's educational experience. (EC 52523)

Before enrolling in an adult education class, the high school student must complete a counseling session with his/her 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 meeting, including the following statements: That the student is enrolling voluntarily in the adult education class, and That this enrollment will enhance the student's progress toward meeting educational requirements for high school graduation. The statement shall be signed by the student, the parent/guardian, and the certificated high school representative.

Course Approval: Proposed adult classes shall be approved if they have an educational purpose and meet the following criteria:

1. Classes are located in facilities which clearly identify the classes as being open to the general public, with the exception of apprenticeship training classes, classes in state hospitals, and classes in jails and prisons.
2. Class time is devoted to instruction.
3. Course content is educational and intended to teach a skill or knowledge unrelated to repetitive practices.
4. The course title clearly indicates its educational nature.

The class or course offers adult instruction in one of the following categories:

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 /classes required for the high school diploma.
3. English as a second language.
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,

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decisionmaking and problem solving, and other classes required for preparation to participate in job-specific technical training.

5. Programs for substantially handicapped 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.

Community Service Classes: The Board may establish and maintain community classes to provide instruction and contribute to the physical, mental, moral, economic, or civil development of enrollees. Certificates of skill or accomplishment may be provided upon the satisfactory completion of community service classes.

Independent Study: The District may make independent study conditionally available in the adult education program as an instructional strategy 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. However, it may be used only for those courses that meet the District's requirements for a high school diploma. (EC 46300.4)

Fees: The District may charge adult 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 someone who does not hold a high school diploma.
2. No charge shall be made for a class in an elementary subject or a class in English or citizenship for immigrants. However, nonimmigrant aliens enrolled in these classes shall be charged a fee to cover the full cost of the instruction, not to exceed actual costs.

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.

Diplomas and Certificates: A certificate of completion of the 8th 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 grade placement of 8.0 on a recognized standard achievement test.
3. Successful passage of a District test in U.S. history and Constitution.

Adult education class students who fulfill the District's graduation requirements shall receive a diploma of high

school graduation.