

**CLOVIS UNIFIED
SCHOOL DISTRICT****INSTRUCTION**

Adult and Community Education

ADULT EDUCATION

PURPOSE: To establish an adult education program.

The Board will establish and maintain a comprehensive adult education program which may provide instruction in elementary basic skills, classes leading to a high school diploma, English as a Second Language, citizenship, classes for the substantially handicapped, vocational and technical education, parent education, programs for older adults, classes in health and safety education, and home economics education. In addition, adult education may provide community service classes, work site training, and enter into contracts designed to meet the academic and vocational needs of the communities it serves.

The Board authorizes the adult education program to award high school diplomas, grant credits towards graduation, and provide certificates to students who complete vocational, technical, and other classes or programs where certificates may be required or requested.

The Board recognizes that the purpose of adult education is to serve adult students, as defined by state and federal laws. However, the Board authorizes regular high school students to enroll in adult education classes and/or programs on a space available basis when it has been determined, through a counseling session, that such enrollment is in the best interest of the student and both the student and classes meet the criteria established in state and federal law, State Department of Education guidelines, and District regulations. In addition, the Board authorizes minors of any age to attend community service (fee) classes provided through the adult education program.

The adult education program is authorized to utilize both the traditional and independent modes of instruction to deliver programs and services to the students it serves. The mode of instruction shall meet the regulation set forth by both the Board of and the California State Department of Education.

The Superintendent or designee is authorized to employ staff, provide District and non-District facilities, supply instructional and supplemental materials, and provide administration, counseling guidance and other services as required for the maintenance of the adult education program.

Admission to the adult education programs shall be open to all adult residents within the boundaries of the District and to adult non-residents on a space available basis.

The Board authorizes the adult education program to charge fees for adult education classes as permitted by law.

The Board authorizes the adult education program to adhere to, and maintain, a consistent and fair refund policy. This refund policy will be available on the Clovis Adult Education website, and on campus in the Clovis Adult Education Standard Operating Procedures (SOP) manual.

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The Superintendent or designee is authorized to enter into a contract with appropriate credit card agencies to allow adult students to charge course fees, books, and supplies.

The Superintendent or designee may utilize appropriate District employees, invite the participation of representatives of the community, cooperate with local organizations and agencies, and assess the needs and resources of the community to develop a program of adult education and present that program to the Board for its approval. Such program shall be consistent with the policies and goals of the Board.

The Superintendent or designee shall develop standards for high school graduation for adults and recommend those standards to the Board. The Superintendent or designee shall also develop procedures for informing the public of adult school offerings, and seek out and utilize such state, federal and private resources of revenue as may be appropriate for the financial support of the adult school program.

Adopted: 07/23/1974

Amended: 08/09/1978, 09/27/1978, 12/12/1979, 03/25/1992, 02/10/1993, 06/04/1993,
07/07/1993, 01/12/1994, 06/21/1995, 04/24/1996, 08/10/2005, 07/08/2009,
05/08/2013, 11/18/2020 (BP 3601 renumbered as BP 6200)

EDUCATION CODE

53 Designation of high schools

41208 Average daily attendance calculations

42238.5 Average daily attendance

8500-8538 Adult education

10200 CalWORKs education and job training plan

41975-41976.2 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

46300.1-46300.4 Independent study

51040 Prescribed courses

51056 Adult education course of study

51225.3 Requirements for graduation

51241 Physical education exemptions

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

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52610-52616.24 Adult schools, finances
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, including education and job training

CODE OF REGULATIONS, TITLE 5

10501 Adult education
10508 Records and reports
10530-10534 Standards
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

UNITED STATES CODE, TITLE 29

3101-3255 Workforce Innovation and Opportunity Act
3271-3333 Adult Education and Family Literacy Act

Doc# 43581-8 (10/2020, 05/2016)