

Adult Education**Types of Activities**

The educational needs of adult district residents may be met by the offering of activities in the following areas:

Academic Education:
 Adult Basic Education
 High School Diploma Education
 English as a Second Language
Citizenship
Civic and Public Affairs Education
Arts and Crafts Education
Commercial and Distributive Education
Technical, Vocational, and Home Economics Education
Parent and Family Life Education
Health Education
Safety and Driver Education
Remedial and Miscellaneous Education
Music and Drama Education

A set curriculum of required course and electives shall be fixed for graduation from high school. Other activities shall be designed to meet the needs and wishes of individuals and of the community.

Administration

The program shall be administered by the Superintendent through the Assistant Superintendent-Instruction, who shall coordinate planning with the Adult School Administrator.

Financial Support

Adult Education shall be supported by a combination of registration and materials fees, local taxation and State and Federal Aid. State Aid shall be requested for all courses for which the state offers such aid. Surplus funds from any courses shall be used as an offset to the general costs of the Adult Education program.

An annual estimate of the income and expenditures for the Adult Education Program shall be submitted for consideration as part of the proposed Annual School Budget.

Personnel

Action for employment shall be only upon nomination for employment by the Superintendent. A fixed schedule for instructors' salaries shall be adopted. The best qualified persons available shall be employed as instructors, regardless of whether they or their spouses are employed elsewhere in the school system. Custodial services shall be provided on the same basis as it is provided to other parts of the school system.

Physical Facilities

All physical facilities of the school system shall be available for use in the Adult Education Program when they are not scheduled for day school activities. Activities shall not be limited to those which can be conducted in school buildings, but may be conducted at other places or with other facilities with the prior approval of the Superintendent.

Basic Requirements for Courses

Adult Education

A course may be given only when the number of interested adults is sufficient to form a class of proper size, when a qualified teacher, adequate facilities and appropriate supervision can be made available, and when the income factor is considered as not being a gross liability to the total program.

Registration

Any adult may register for any course or courses upon payment of established registration and materials fees except that residents of the district shall have priority in those courses limited to the number permitted to register.

Fees

No registration fee shall be established for any course such as the Citizenship or English as a Second Language which is designed to increase the civic education or aid the assimilation into American Life of foreign-born, non-English speaking, and illiterate persons, or for any course which has substantial value to the community as a whole.

A basic registration fee may be established for all other courses. Registration fees and minimum class sizes for these courses as a group may be set at levels necessary in order to meet all instructor salary and equipment costs beyond those paid by state financial aid.

An additional fee shall be charged for consumable materials purchased for use in any course.

Fees for any course shall be refunded on request at any time before the first class meeting of that course. No other refunds shall be made except in those cases resulting from circumstances which are beyond the control of the registrant and in which a refund appears to be clearly equitable.

Size of Classes

In general, courses for which the state offers financial aid will be given only when registration is sufficient to make reasonably certain the meeting of the state minimum attendance requirements. Except for this provision, discretion as to the size of individual classes shall be exercised by the Superintendent with the advice of the Adult Education Principal.

Scheduling of Classes

The time of day, month or year at which classes are scheduled, the length of each session, the number of sessions held each week, and the total number of sessions in each course need to be uniform for all courses.

Relations with Other Agencies

Through jointly sponsored courses, the personnel and facilities of the Adult Education Program may be made available to further education efforts of their agencies when the objectives of these efforts are in accord with those of the school system.

Relations with Other Communities

Activities may be sponsored jointly with the Adult Education programs neighboring communities when such an arrangement will improve the opportunities available to district residents.

Eighth Grade Diploma for Adults

Adult Education

1. All adult students will be required to enroll for a minimum of one-year in the Corcoran Unified School District Basic Adult Education Program.
2. Students attendance must be 80% or higher during the school year.
3. Each adult student must pass a one semester course in United States History and the United States Constitution.
4. All students must take standardized tests in Arithmetic, Reading, and Language and achieve a minimum Grade Placement Score of 6.0 or better.

Requirements Necessary To Receive a High School Diploma For Adults

Items necessary for high school diploma other than normal matriculation:

1. The last official enrollment in school was in the Corcoran Unified School District.
2. Prior to issuance, the pupil must have a minimum residence requirement equivalent to one school semester, or have successfully completed ten (10) semester periods at the Corcoran Unified School District.
3. All State requirements plus District unit requirements must be met.
 - A. The P.E. credits earned prior to entering the adult school shall be considered as elective credit, but is not a requirement of the adult education curriculum (EC 51225.3)
 - B. Activities in the military service may be considered in lieu of some unit work under the auspices of work experience (As per #4)
 - C. Work experience prior to age 19 shall not be considered.
 - D. A minimum average standard score of 45 on all five tests of the G.E.D. shall be the minimum acceptable level for in lieu of some states required courses.
 1. These courses to be: 3 years of English, 1 year of Math*, 1 year of Science, and 1 year of U.S. History.
*to include one year of Algebra commencing with the 2003-2004 school year
 2. Passage of G.E.D. will satisfy in lieu of State required #1 for all ages but equivalent credits (maximum of 60) may be granted to persons 21 and older.
 3. Military Service credit in lieu of educational experience may be granted for the following:
 - a. U.S.A.F. Institute courses.
 - b. High School courses offered through U.S.A.F.I.
 - c. Basic training - a maximum of 30 semester periods (16 weeks training program).
 - d. Service School training - maximum credit of 20 semester periods.

cf 6120 - Pedagogical Objectives of the Instructional Program