BOARD AGENDA ITEM
September 26, 2017

SUBJECT:

Changes Policy IHD Adult/Community Education

BACKGROUND:

Policy IHD establishes the basic structure for adult/community education.

ADMINISTRATIVE CONSIDERATION:

The revised policy takes into account advancements in technology such as the evolution from correspondence courses to online courses and a focus on digital literacy. The policy also addresses changes in regulation and in the organization and delivery model for Adult Education.

RECOMMENDATION:

Adopt the proposed policy on final reading

ATTACHMENT:

Policy IHD Adult/Community Education

PREPARED BY:

King Laurence

ADULT/COMMUNITY EDUCATION

Code **IHD** *Issued* **9/17**

Purpose: To establish the basic structure for adult/community education.

In order to establish uniformity and to provide guidelines for the operation of the adult education program in Aiken County, the following policies and procedures are set forth.

Objectives

The adult education program, operating under the auspices of the School District of Aiken County and the district superintendent, will be responsible for the implementation, promotion and operation of an educational program for adults 17 years or older in need of basic, English as a Second Language (ESL), high school or continuing education. The objective of the program will be to raise the educational level of adults, address their career pathways, teach soft skills, and focus on digital literacy, thereby making them better able to meet their adult responsibilities for employment and as parents and citizens.

Curriculum

The curriculum of the adult education program will include instruction on two levels.

- Level I (Literacy, English as a Second Language and Basic Education - grades 1-8)
- Level II (grades 9-12 - High School Diploma Program, General Educational Development and Continuing Education)

Each program will include organized and systematic instruction in the communication and computational skills of reading, writing, speaking, listening and arithmetic, using as content for teaching these skills materials that contain information on such adult experiences as consumer buying practices, health habits, relations with other members of the family and community, homemaking, citizenship responsibilities and other applicable areas.

Quality and scope of work

Persons enrolled in adult education will be expected to perform and do academic work comparable with the district's standards. The grading system will be comparable with the district's method of awarding credit.

To receive a state high school diploma through adult education, students must earn the units required for a regular state high school diploma and pass the exit examination as set forth in the regulations and statutes for South Carolina school districts.

Admittance and graduation of students

Enrollment will be limited to individuals over 18 years of age. Exceptions to the 18-year old requirement will be made on an individual basis by decision of the adult education director and his/her immediate supervisor after consultation with the high school principal and/or guidance counselor and with a written request from the individual using forms provided. Students under 18 may be admitted to the program with a letter of approval from the office of the director of adult

(see next page)

education and with the completion of the exception form. No student under 16 will be considered for adult education. Students under expulsion or suspension from the regular high school program are not normally considered for the adult education program.

No student will be graduated from the adult education program prior to the time he/she would normally have graduated if he/she had remained in regular high school. A minimum of one semester will be completed in residence (through actual attendance in the adult education program) as a prerequisite to being eligible for the state high school diploma.

Graduation will be on a districtwide basis. Requests for diplomas must be submitted at least one month prior to graduation. Records of adult education high school diploma graduates are to be filed with the local high school that issued the diploma.

Out-of-district residents may be admitted to the adult education program under the provisions of Policy JFAB. Special contracts by industry may be approved by the board.

Time of operation

Operation of the adult education program will be according to the published Adult Education Yearly Calendar. In emergency weather and disaster conditions, the adult program will follow the lead of the regular school.

Classes are scheduled to meet the needs of the enrollees. Meeting hours will be scheduled by the local adult center coordinator with approval of the director.

Awarding of credits

According to the state regulations and statutes, students may earn the following types and number of units.

- Regular high school unit credit for courses successfully completed through attendance in the adult program: attendance requirements are determined by state regulations and statutes.
- Occupational training and experience units (maximum of six units): the request for units is submitted to the office of adult and community education of the state department of education.
- Online courses credits: credits must be approved by the office of adult and community education of the state department of education.
- Testing (maximum of six units): passing a state approved test.

A student may not earn more than eight units through each or a combination of the following methods.

- credit earned by successfully passing an approved standardized test
- credit earned for occupational training and experience
- credit earned through approved online courses

Center personnel

A lead instructor will be designated at each adult center. Lead instructors will be named by the adult education director after consultation with the associate superintendent for instructional services.

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Administrative personnel are determined by need (the number of actively attending students) and funding considerations.

Responsibilities of the lead instructor will include, but are not limited to, the following.

- scheduling of classes and selection of teachers (with the approval of the director of adult education)
- maintaining records
- testing and counseling
- liaison between the school principal and the adult education program
- requesting materials
- inventory of supplies
- promoting the recruitment of students
- filing the monthly attendance report by designated deadline
- security of building
- annual report
- issuing of texts, materials and equipment

Teachers

Normally teachers in the adult education program are employed on a part-time basis and are paid on a prevailing hourly rate. Only teachers who work 30 hours or more are considered full time and are contracted on an annual salary basis. Teacher duties and responsibilities will be outlined by the Director of Adult Education. Teachers will be recommended through the normal recruitment and hiring process.

Charges and fees

If a student is in good standing, there are no fees. The Adult Education Program incurs all costs, including assessments.

Adopted 1/24/84; Revised 4/9/85, 4/18/00, 1/8/02

Legal references:

A. S. C. Code, 1976, as amended:
   1. Section 59-43-10 et seq. - Adult education.

B. State Board of Education Regulations:
   1. R-43-237 - Adult education.