



NEBO SCHOOL DISTRICT BOARD OF EDUCATION POLICIES AND PROCEDURES

SECTION: I – Instruction
POLICY TITLE: Adult Education Programs
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1. PURPOSE AND PHILOSOPHY

Adult education programs empower adults and out-of-school youth below a post-secondary education level or with limited English proficiency to improve literacy and acquire skills and knowledge that lead to further education, future employment, and personal success. The mission of Nebo Adult Education specifically is to help students become lifelong learners through literacy, self-sufficiency, student goals, and academic skills. Lifelong learners are better advocates for themselves and their communities, in turn, creating hope for a better future.

2. ELIGIBILITY

2.1. The State of Utah uses the definition of “adult education” in the federal Adult Education and Family Literacy Act (AEFLA) for determining who is eligible for adult education services:

The term “adult education” means services or instruction below the postsecondary level for individuals: (A) who have attained sixteen (16) years of age; (B) who are not enrolled or required to be enrolled in secondary school under state law; and (C) who -- (i) lack sufficient mastery of basic educational skills to enable the individuals to function effectively in society; (ii) do not have a secondary school diploma or its recognized equivalent, and have not achieved an equivalent level of education; or (iii) are unable to speak, read, or write the English language.

2.2. The Utah State Board of Education states that an eligible adult education student is an individual who provides documentation that his primary and permanent residency is in Utah and (A) is 17 years of age or older and whose high school class has graduated; (2) is under eighteen (18) years of age and is married; (3) has been adjudicated as an adult; or (4) is an out-of-school youth sixteen (16) years of age or older who has not graduated from high school. Other eligible adult education students are other youth ages sixteen (16) to nineteen (19) attending both traditional and adult education programs.

3. STUDENT EDUCATION OCCUPATION PLAN

- 3.1. All adult education students must have a written Student Education Occupation Plan (SEOP). The SEOP should be developed by the student in consultation with adult education program counselors, teachers, and administrators. The SEOP must be reviewed annually by the student and a designated program official. Each SEOP should accomplish the following.
 - 3.1.1. Identify the student's skills and objectives upon entry into the program. Such identification is based on a complete academic assessment, prior academic achievement, work experience, and an established Entering Functioning Level (the student's lowest functioning level as measured by a standardized academic test scale score).
 - 3.1.2. Map a strategy to guide the student's course selection.
 - 3.1.3. Link a student to post-secondary options, including higher education and careers.
 - 3.1.4. Include the date by which the program will be completed. The completion date should be tailored to the student's abilities, needs, and individual circumstances but should not exceed four (4) years.

4. PROGRAMS

The following Adult Education programs are offered in Nebo School District. Each student's SEOP shall indicate the program enrolled in and include the date by which the program will be completed.

4.1. Adult Basic Education (ABE)

ABE is a program of instruction below the ninth (9th) grade academic level for adults who lack competence in reading, writing, spelling, problem-solving, or computation at a level necessary to function in society, a job, or a family. This program does not generate credits towards an Adult Secondary Education Diploma.

4.2. English for Speakers of Other Languages (ESOL)

ESOL provides instruction below the collegiate/post-secondary level for non-native English-speakers who lack competence and language acquisition in any of the following areas: reading, writing, speaking, problem-solving, or listening.

4.3. Adult High School Completion (AHSC)

4.3.1. AHSC is a program of academic instruction below the collegiate/post-secondary level (above grade level nine) in Board-approved subjects for the adult seeking an Adult Education Secondary Diploma. Pre-requisites for this program are: (A) ESOL competency - AEFLA levels one through six; and (B) ABE competency - AEFLA levels one through four. The student must demonstrate an EFL of at least 9.0 in reading, writing, or math.

4.3.2. Diploma requirements include Level I and II competency according to AEFLA, as well as completion of at least twenty-four (24) credits. These credits may be earned or awarded through demonstrated competency in adult education courses in correlation with the student's SEOP; continuous professional employment training; documented achievement of a trade or skill; military training; apprenticeship, union, or registered work credentials; successful passing of all five GED Tests; and/or transcribed college or university courses. Changes and/or modifications in graduation requirements may be made for adult students with documented disabilities through Individual Education Plans (IEPs)

from age sixteen (16) to twenty-two (22), an adult education SEOP, or both to meet unique educational needs.

4.3.3. Passing the Utah Basic Skills Competency Test (UBSCT) is not required.

4.4. General Educational Development (GED) Preparation

GED Preparation is a program providing instruction for students desiring to take the GED Test. The GED Test consists of five tests measuring student achievement in the areas of writing, mathematics, social studies, science, and reading. Students who pass all five GED tests may be awarded a Utah High School Completion Diploma in accordance with Utah Admin. Code, R277-702.

4.5. Limited Post-Diploma Education

Upon completion of requirements for a Utah Adult Education Secondary Diploma or a Utah High School Completion Diploma, adult education students may only continue in an adult education program to improve their basic literacy skills. Such continuing education is available if: (A) the student's academic skills are less than 12.9 grade level in reading, math, or English; and (B) the student lacks sufficient mastery of basic educational skills to effectively function in society.

5. STUDENT ACCOMMODATIONS

Consistent with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 and their implementing regulations, the District will not exclude qualified individuals from the adult education program on the basis of disability. The District will take appropriate steps to ensure that communications with adult education participants are as effective as communications with others. The District will take into account the needs of such persons in determining the aid, benefits, or services to be provided. Nebo School District Section 504 Forms may be utilized to protect against discrimination, but the same notice, consent, evaluation, and review procedures are not required for adult education students.

6. TUITION AND FEES

6.1. Tuition and fees may be charged for the above programs in amounts listed on the Nebo School District High School Fee Schedule, Policy #JN – Elementary and Secondary Student Fees. Any charged tuition and fees shall be set and reviewed annually by the Board of Education. Tuition and fees for Adult Education programs are not subject to fee waiver.

6.2. Eligible non-residents of the State of Utah shall be charged tuition at least equal to that charged nonresident students for similar classes at a local or nearby state college or university, unless waived in whole or in part by the Board of Education in an open meeting. However, individuals whose primary residence is in a community closely bordering Utah not conducive to a commute to the bordering state's closest adult education program shall not be charged out-of-state Adult Education tuition.

7. GRADUATION

7.1. The District will award an adult education diploma to each adult education student who successfully completes the requirements established by the District within the time requirements for that completion. The diploma may not be changed to a traditional, high school-specific diploma.

- 7.2. Adult education students do not participate in graduation activities and ceremonies for high school students in the District. The District may conduct separate graduation activities and ceremonies for adult education students.

EXHIBITS

NONE

REFERENCES

Utah Code Ann., §53A-15-401, et seq.

Utah Admin. Code, R277-702

Utah Admin. Code, R277-705-6, 10

Utah Admin. Code, R277-733

Adult Education and Family Literacy Act, 20 USC §9201, et seq.

Utah State Office of Education, Utah Adult Education Policies and Procedures (2011)

FORMS

None
