Instruction

Oroville Adult Education – Career and Technical Center Enrollment

The high school principal or their designee has the authority to refer high school students to the Oroville Adult Education-Career and Technical Center for either part-time or full-time instruction.

1. Part-time instruction (concurrently enrolled)
   a. Written permission must first be obtained from the high school principal or his designee before the student may enroll.
   b. Concurrently enrolled high school students attending adult school classes must attend a comprehensive high school for a minimum of 360 minutes (6 periods) daily. Continuation high school students must attend their home school a minimum of 240 minutes 4 periods daily). Home study or independent study students must be studying at home a minimum of 20 hours per week.
   c. All under 18 referrals have to be approved by the Principal or Assistant Principal at Oroville Adult Education-Career and Technical Center.

2. Full-time instruction
   a. Written approval must first be obtained from the high school principal or his designee before the student may enroll.
   b. These students will be considered adults and be counted as adults for attendance purposes.
   c. Students under 18 who are not enrolled in a high school and want to enroll in the adult school must first obtain written permission from the continuation school principal.
   d. Married minors not enrolled in a high school may attend adult school classes without permission from a high school principal or their designee.

Exceptions to the above adult school enrollment regulations may be made under unusual circumstances and must be agreed upon by the parent or guardian, school principal, and adult school principal or their designee.

Legal References
EDUCATION CODE
52500 Adult Evening Classes: Admission of Minors

Adopted: 4/78
Amended: 6/20/79, 9/19/79, 3/7/90, 3/15/00, 6/20/07
Instruction

Oroville Adult Education – Career and Technical Center

All adult education programs, courses and classes and their enrollment period shall be listed in the district's catalog of adult education classes provided to the public. (Education Code 52523)

Enrollment

 Adults shall have first priority for enrollment in any adult education class, provided they enroll during the regular enrollment period. (Education Code 52523)

Note: Pursuant to Education Code 52523, no course required for high school graduation or needed by high school students to maintain satisfactory academic progress may be offered exclusively through the adult education program.

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: (Education Code 52523)

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.

High school students are expected to enroll in regular high school classes before seeking admission to any similar classes offered in the adult education program. A failed course, however, may be repeated through adult education.

4. The high school principal or their designee has the authority to refer high school students to the Oroville Adult Education-Career and Technical Center for either part-time or full-time instruction.

a. 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: (Education Code 52500.1)

   i. That the student is enrolling voluntarily in the adult education class

   ii. That this enrollment will enhance the student's progress toward meeting educational requirements for high school graduation.
The above statement shall be signed by the student, the parent/guardian and the certificated high school representative.

b. Part-time instruction (concurrently enrolled)

i. Written permission must first be obtained from the high school principal or his designee before the student may enroll.

ii. Concurrently enrolled high school students attending adult school classes must attend a comprehensive high school for a minimum of 360 minutes (6 periods) daily. Continuation high school students must attend their home school a minimum of 240 minutes (4 periods daily). Home study or independent study students must be studying at home a minimum of 20 hours per week.

c. Full-time instruction

i. Written approval must first be obtained from the high school principal or his designee before the student may enroll.

ii. These students will be considered adults and be counted as adults for attendance purposes.

iii. Students under 18 who are not enrolled in a high school and want to enroll in the adult school must first obtain written permission from the continuation school principal.

Exceptions to the above adult school enrollment regulations may be made under unusual circumstances and must be agreed upon by the parent or guardian, school principal, and adult school principal.

5. Course Approval

Proposed adult education classes shall have an educational purpose and meet the following criteria required for approval by the California Department of Education:

a. Classes shall be located in facilities which clearly identify the classes as being open to the general public, with the exception of apprenticeship training classes, classes designed to serve the needs of handicapped adults, classes in state hospitals and classes in jails and prisons. (Education Code 52517, 52570)

b. Class time shall be devoted to instruction.

c. Course content shall be educational and intended to teach a skill or knowledge unrelated to repetitive practices.

d. The course title shall clearly indicate its educational nature.
Adult education classes or courses shall offer instruction in one or more of the following categories: (Education Code 41976)

a. Parenting, including parent cooperative pre-schools, classes in child growth and development, and parent-child relationships.
b. Elementary and secondary basic skills and other courses and classes required for the high school diploma.
c. English as a second language (ESL).
d. Programs for immigrants eligible for educational services in citizenship. English as a second language, and work force preparation classes in the basic skills of speaking, listening, reading, writing, mathematics, decision-making and problem solving, and other classes required for preparation to participate in job-specific technical training.
e. Programs for substantially disabled persons.
f. Short-term career and technical education programs with high employment potential.
g. Programs for older adults.
h. Programs for apprentices.
i. Home economics.
j. Health and safety education.

Community Service Classes

As part of the adult education program, the Governing Board may establish and maintain community service classes to provide instruction that contributes to the physical, mental, moral, economic or civic development of any persons who may wish to enroll. (Education Code 51810)

Certificates of skill or accomplishment may be provided upon the satisfactory completion of community service classes. (Education Code 51813)

Independent Study

Independent study will be available in the district adult education program as a continuously voluntary, educational alternative for any student eligible for adult education. The course must meet the district’s curricular requirements for a high school diploma. (Education Code 46300.4)

Fees

The district may charge adult students a registration fee for each adult education class, with the following exceptions:

a. No fee shall be charged for a class for which high school credit is granted if the class is taken by an individual who does not hold a high school diploma. (Education Code 52612)
b. No charge shall be made for a class in an elementary subject or a class in English or citizenship for immigrants unless the student is a non-immigrant alien. Any nonimmigrant aliens enrolled in these classes shall be charged a fee to cover the full cost of the instruction, not to exceed actual costs. The fee shall be adopted by the Board at a regular meeting at least ninety (90) days before the beginning of the class for which the fee is charged. (Education Code 52612, 52613)

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, with the exception of students in category 1, above. 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. (Education Code 52615, 60410)

Diplomas and Certificates

A certificate of completion of the eighth grade shall be awarded through the adult school upon successful completion of the following:

a. 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.

b. Overall eighth-grade placement on a recognized standard achievement test.

c. Successful passage of a district test in U. S. history and Constitution.

Adult education students who fulfill the district’s adult education graduation requirements shall receive a diploma of high school graduation.

Adult education students who have taken both portions of the California High School Exit Examination and failed either or both portions and currently enrolled in Algebra I, but not completed the course and completed all other degree requirements shall receive a district Certificate of Completion. Certificate of Completions may be exchanged for a diploma of high school graduation if students pass the California High School Exit Exam and pass Algebra I on or before December 31st of the year the student received their certificate of completion.

(cf. 6146.1 - Certificate of Proficiency / High School Equivalency)