



ADMINISTRATIVE PROCEDURE

CATEGORY: **Instruction, Adult Education**

SUBJECT: **Adult Education High School Diploma Program**

A. PURPOSE AND SCOPE

1. To outline administrative procedures related to the district’s Adult Education High School Diploma Program (HSDP).
2. **Related Procedures:**

School Attendance of, and Equal Education Access for, Married Students, Pregnant Students and Minor Parents	4255
Independent Study	4316
Adult Education Programs	4400
Graduation from Senior High Schools	4770

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policies C-4700, F-1000, F-1050, F-2000, F-2200 and F-3900; Adult Education Handbook for California, 2005; California Department of Education Independent Study Operations Manual, 2000; California Code of Regulations, Title 5, §11700(c); California Education Code §§8500 *et seq.*, 41976 *et seq.*, 46190, 46191, 46300.4, 48200, 48410, 51056, 51225.3(a), 52302.9, 52500 *et seq.*, 52523, 52610 *et seq.*, 52616 *et seq.*, 56026(c) and 60410
2. **Delineation of Function Agreement.** In accordance with Education Code §8536, in January 1980 the San Diego Unified School District (SDUSD) Board of Education and the San Diego Community College District (SDCCD) Board of Trustees adopted a Delineation of Function Agreement to define each district’s role in providing adult education classes to adult students.
3. **Assembly Bill 104.** On June 24, 2015 the Governor signed into law Assembly Bill 104, the major education trailer bill that accompanied the state’s 2015-16 state budget. This measure includes the section that defines the state’s expectations for the new Adult Education Block Grant program. AB 104:
 - a. Calls for California’s Adult Education Programs to have a workforce focus by requiring adult education programs to produce results that respond to the workforce education and training needs of the state’s adults.
 - b. Requires regional planning and decision making by adult education agency members of Adult Education Regional Consortia with flexibility and outcome requirements, such as adult educators designing and delivering programs that respond to the education and job training demands of adult learners in the region served by the consortium.
 - c. Replaces ADA entitlement programs with apportionment through a grant program that calls for a consortium to implement a three-year plan with annual updates that will be evaluated by state officials. Two major factors will be used to evaluate the successful implementation of a consortium’s plan and to determine future funding: number of students served and specific student outcomes of a consortium’s plan to determine its effectiveness.

-
- d. Requires immediate and definitive decisions and actions at the consortium level that need to be addressed to begin the implementation of a three-year adult education plan in 2015-16 and maximize opportunities and funding in fiscal year 2016-17.
 - e. Requires consortium participation by K-12 adult education programs and community college non-credit programs to secure state and federal adult education funding. County offices of education and joint powers providing adult education and workforce services are also required to be members of a consortium to be eligible for adult education funding.
 - f. Provides for multi-state agency oversight of adult education as a shared responsibility of the California Department of Education and the Office of the State Community College Chancellor, with involvement by the Department of Finance and the Executive Director of the State Board of Education.
 - g. Requires public notifications of meetings of the consortium similar to those of the Brown Act, which governs the public notice and decision-making requirements of publicly elected boards, committees, and appointed commissions in California. The consortium must approve adult education program implementation plans for agencies within the region as well as the funding amount each member agency will receive.
 - h. Requires sharing of information among consortium member agencies related to the adult education programs offered in each member agency and the resources being utilized to support these programs. This requirement is an integral part of the state's effort to leverage resources and maximize outcomes in adult education and workforce services.
 - i. Allows for seven adult education program areas that may be offered with the use of Adult Education Block Grant apportionment:
 - (1) Programs in elementary and secondary basic skills, including those leading to a high school diploma or high school equivalency certificate.
 - (2) Programs for immigrants in citizenship, ESL, and workforce preparation.
 - (3) Programs for adults, including, but not limited to, older adults, that are primarily related to entry or reentry into the workforce.
 - (4) Programs for adults, including, but not limited to, older adults, that are primarily designed to develop knowledge and skills to assist elementary and secondary school children to succeed academically in school.
 - (5) Programs for adults with disabilities.
 - (6) Programs in career technical education that are short term in nature with high employment potential.

-
- (7) Programs offering pre-apprenticeship training conducted in coordination with one or more apprenticeship programs approved by the Division of Apprenticeship Standards.
 - (8) Allows school districts to utilize Local Control Funding Formula (LCFF) dollars to support any of the previously authorized 10 areas of adult education instruction that are no longer supported under AB 104.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Adult Education Department Office.
2. **Definitions.**
 - a. **Adult education joint High School Diploma Program (HSDP):** An adult education high school completion program offered jointly by SDUSD and SDCCD Continuing Education in accordance with the Education Code. Adult education sites/classrooms are located on various SDUSD campuses (list is available on the Adult Education webpage). All classes are free of charge to adult students who do not have high school diplomas (for exception regarding refundable textbook deposits for adult students, see Section C.6.).
 - b. **Adult education student:** Persons 18 years of age and older are eligible to enroll in adult education classes. Also eligible are minors, regardless of age, who are pregnant or are actively engaged in the parenting of their child or children (Education Code §52610.5). Emancipated minors are considered adults and may enroll in any adult education class. Students with Individual Education Plans (IEP) may enroll in adult education at the age of 18. The K-12 program must make support available to these students up to the age of 22.
 - c. **Joint Adult Education High School Diploma:** An adult education high school diploma awarded jointly by SDUSD and SDCCD upon completion of requirements specified in Education Code and Board policy.
3. **Delineation of Function Agreement.**
 - a. **The SDUSD Adult Education High School Diploma Program (HSDP)** serves students 18 years to 19 years, 11 months of age who have not graduated from high school and *were* enrolled in a SDUSD high school or program in the current or previous semester prior to enrollment in the SDUSD HSDP. Eligible students who had Individual Education Plans (IEP) while enrolled in a SDUSD high school may enroll in the SDUSD HSDP through age 22 or request authorization from the Office of Secondary Schools to attend the SDCCD program.
 - (1) **Exception.** Permission to attend the SDCCD HSDP may be granted by the Office of Secondary Schools to students who do not qualify for enrollment in the SDCCD HSDP or who have special circumstances identified by the student's IEP team. The SDUSD Authorization to Enroll in the SDCCD Adult Education Continuing Education Program form is required.

- b. **The SDCCD Continuing Education High School Diploma Program (HSDP)** serves students ages 19 years, 11 months and older, and students at least 18 years of age who *were not* enrolled in a SDUSD high school or program in the current or previous semester prior to enrollment in SDCCD Continuing Education.
- (1) **Exception.** Permission to attend the SDUSD HSDP may be granted by the SDCCD Adult Education Continuing Education Program to students who do not qualify for enrollment in the SDUSD HSDP. The SDCCD Continuing Education Authorization to Enroll in the SDUSD Adult Education Program form is required.
4. **Course approval.** All adult education courses must be approved on an annual basis by the SDUSD Board of Education and the California Department of Education. A list of current, approved HSDP courses is available from the Adult Education Department Office. Each adult education course is assigned a SDUSD course number as well as a California adult education course classification number.
5. **Sessions, class times, and locations.** Five adult education sessions, six to eight weeks in length, are offered throughout the traditional school year. A summer session may be offered if funding is available. Class times, locations and course offerings are published annually in the SDUSD Adult Education Program Schedule of Classes. The class schedule is available on the Adult Education Department webpage, the Adult Education Department Office and adult education sites. The schedule of classes is also distributed to SDUSD secondary schools, other applicable district programs, and the public.
6. **Textbooks.** Textbooks are provided free of charge. However, a refundable textbook deposit is required of adult students. When the textbook is returned, the book deposit is refunded. Textbook deposits are not required from students who are unable to pay the deposit. (Education Code §60410)
7. **Adult Education instructional models.**
- a. **Independent Study Program.** Independent Study is offered consistent with guidelines for the operation of independent study programs. (California Code of Regulations, Title 5, §11700[c]) Only courses that satisfy Education Code requirements for a high school diploma may be offered in the adult education Independent Study Program. It is an open entry/open exit program in which students may enroll at any time during the session. Learners have the option to complete assigned work away from school or at school in a laboratory setting where help is available. Students are required to meet with the teacher at regularly scheduled appointment times. Independent study in adult education can be part of, separate from, or in addition to a regular classroom or laboratory classroom program. (Administrative Procedure 4316) The Adult Education Independent Study Master Agreement and Independent Study Contract are required.
- b. **Individualized Study Program.** Students work on various subjects independently in a laboratory classroom setting, with a teacher present to provide assistance. All work must be completed in class. Individualized Study Program classes operate at regularly scheduled times. There is a minimum 60-hour attendance requirement for one credit.
8. **Adult Education Joint High School Diploma options.** Two adult education high school diploma options are available to adult education students. Both diplomas are awarded jointly

by SDUSD and SDCCD pursuant to authorization granted by the SDUSD Board of Education and the SDCCD Board of Trustees. There is no difference in the appearance of the diploma document for either option, and the names of both districts appear on both diploma documents. Requirements, beyond minimal Education Code requirements, for each diploma are determined by SDUSD. Adult education joint diplomas are processed by the SDCCD Continuing Education Program, and official adult graduate transcripts are also maintained by Continuing Education. Specific subjects/requirements for the joint Adult Education Option 1 and Adult Education Option 2 diplomas are outlined below.

- a. **Adult Education Option 1 Joint High School Diploma Requirements.** A total of 40 semester credits earned in high school level (Grades 9-12) courses. High school level Mathematics and World Language courses taken in Grades 7 and/or 8, completed in SDUSD, which satisfy high school graduation requirements are counted as part of the required 40 credits needed for graduation. Specific requirements include:
- (1) English/Language Arts (eight semester credits), including at least one credit in a course that emphasizes a range of American literature
 - (2) History/Social Studies (six semester credits), including World History 1,2; US History 1,2; US Government 1; and Economics 1
 - (3) Science (six semester credits), including Biology 1,2 plus two (four credits) of the following courses: Earth Science 1,2; Physics 1,2 or Chemistry 1,2 or equivalent
 - (4) Mathematics (six semester credits) including Algebra 1-2; Geometry 1-2; and Intermediate Algebra 1-2 or Unifying Algebra and Geometry 1-2
 - (5) Fine Arts or Foreign Language (two semester credits)
 - (6) Practical Arts (one semester credit)
 - (7) Electives (11 semester credits)
 - (8) Senior Exhibition Requirement will be honored if the SDUSD transcript indicates that the requirement has been met; if not, students may satisfy the requirement by completing the Adult Education Business Careers 1 course
 - (9) Competency in Computer Literacy (proficiency is demonstrated through completion of an approved course that incorporates computer education and applications literacy). Contact the Adult Education Office for a list of SDUSD transferrable high school courses that will satisfy this requirement.
 - (10) Minimum GPA of 2.0 (GPA is calculated on all high school level courses completed. Grades earned in courses completed in Grades 7 and/or 8 that satisfy graduation requirements are not used to calculate GPA).
- b. **Adult Education Option 2 Joint High School Diploma Requirements.** A minimum of 26 semester credits earned in high school level (Grades 9-12) courses as mandated by Education Code §51225.3(a). A two-unit college level course completed at an accredited community college or equivalent is also required. Specific requirements include:

- (1) English/Language Arts (six semester credits), including at least one credit in a course that emphasizes a range of American literature
 - (2) History/Social Studies (six semester credits), including World History 1,2; US History 1,2; US Government 1; and Economics 1
 - (3) Mathematics (four semester credits), including Algebra 1-2 or higher
 - (4) Science (four semester credits), including Biology 1,2 and two credits of Physical Science
 - (5) Fine Arts, CCTE, or Foreign Language (two semester credits)
 - (6) Practical Arts (two semester credits)
 - (7) College course (two credits). A two-unit college level course must be completed at an accredited community college or equivalent. The course may be taken in one of the diploma required subject areas listed above, or an elective course may be taken. If the required college course is completed at a San Diego Community College, the course tuition and cost of the textbook is waived for students with proof of California residence. To obtain a waiver, the San Diego Community College District Supplemental Application and Certification of Special Part-time Joint High School Diploma Student form and the Adult Education College Textbook Loaner Program form must be completed. (The college course requirement is currently waived due to budget constraints. This waiver is expected to expire at the beginning of the 2016-17 school year.)
 - (8) Senior Exhibition Requirement will be honored if the SDUSD transcripts indicates that the requirement has been met; if not, students may satisfy the requirement by completing the Adult Education Business Careers 1 course
 - (9) Competency in Computer Literacy (proficiency is demonstrated through completion of an approved course that incorporates computer education and applications literacy). Contact the Adult Education Office for a list of transferrable SDUSD high school courses that will satisfy this requirement.
 - (10) Minimum of 2.0 GPA (all courses used to satisfy the 26-credit graduation requirement, including appropriate Mathematics and/or World Language courses completed in Grades 7 and 8, in the SDUSD, are utilized to calculate the GPA)
9. **Personnel.** The Adult Education Program is staffed with full-time and hourly certificated and classified personnel (Administrative Procedure 4400). A teacher/advisor is assigned to each adult education HSDP site.
10. **Administration.** The Adult Education Program Manager administers and provides leadership for all aspects of the SDUSD Adult Education Program and oversees all Adult School site locations. (Administrative Procedure 4400)

D. IMPLEMENTATION

1. The Adult Student Enrollment form must be completed by all adult students and is valid for one school year, regardless of the number of courses taken. Student enrollment is completed at each SDUSD Adult Education HSDP site. The student enrollment form must be kept on file at the site of enrollment for a minimum of three years.
2. The Adult Education HSDP teacher/advisor instructs the student to obtain transcripts of all previously completed high school courses. Once received, the transcript is evaluated and the student and teacher/advisor determine the best diploma path for the student (Adult Education Option 1 or Option 2). The teacher/advisor completes the Adult Education Option 1 Diploma Evaluation form or the Adult Education Option 2 Diploma Evaluation form.
3. Student attendance records are maintained at each SDUSD Adult Education HSDP site via the Adult Education Class Attendance Verification form and the Adult Education Daily Attendance Verification form.
4. **Grading/transcripts.**
 - a. Progress in each course is measured by letter grades A, B, C, D or F (no credit). One semester credit is earned for each course completed. A minimum of 60 hours of attendance is required to earn one semester credit. (Exception: There is no attendance hour minimum to earn course credit in an independent study course. Independent study course credit is awarded upon satisfactory completion of all course work.) Teachers/advisors submit student grades on the Adult Education HSDP Final Grade Report.
 - b. The official student transcript (SDUSD Adult Education Program and SDCCD Continuing Education Centers Cumulative Record) for graduates who earn the joint Adult High School Diploma in the SDUSD or the SDCCD can only be obtained through the SDCCD Continuing Education Program Office. SDUSD does not verify high school graduation status or provide transcripts to students who obtain the joint Adult Education High School Diploma.

E. FORMS AND AUXILIARY REFERENCES (available from the Adult Education Office)

1. Current list of adult education sites/classrooms (<https://www.sandiegounified.org/adult-education>)
2. List of transferrable SDUSD high school courses that satisfy the Competency in Computer Literacy requirement
3. SDUSD Authorization to Enroll in SDCCD Adult Education (Continuing Education) Program form
4. SDCCD Authorization to Enroll in SDUSD Adult Education Program form
5. SDUSD Adult Education High School Diploma Program Schedule of Classes
6. Adult Education Independent Study Master Agreement

7. Adult Education Independent Study Contract
8. San Diego Community College District Supplemental Application and Certification of Special Part-time Joint High School Diploma Student form
9. Adult Education College Textbook Loaner Program form
10. Adult Education Student Enrollment form
11. Adult Education Option 1 Diploma Evaluation form
12. Adult Education Option 2 Diploma Evaluation form
13. Adult Education Class Attendance Verification form
14. Adult Education Daily Attendance Verification form
15. Adult Education HSDP Final Grade Report
16. SDUSD Adult Education Program and SDCCCD Continuing Education Centers Cumulative Record

F. REPORTS AND RECORDS

1. The Active Enrollment and Attendance Report is submitted by the teacher/advisor to the Program Manager at the end of each of the five designated adult HSDP sessions.
2. The Adult Education Annual Site Report is submitted by the teacher/advisor to the Program Manager at the end of each school year. This report summarizes annual student attendance and course credit data.
3. The J-18/19a Addendum – Annual Report of Adult Education Enrollment is submitted to the California Department of Education by the Program Manager on an annual basis.
4. The California Department of Education Adult Education Course Approval Request is submitted for approval to the California State Department of Education's Adult Education Office and the SDUSD Board of Education by the Program Manager on an annual basis.
5. Adult Education HSDP site records:
 - a. Adult Education Student Enrollment and Attendance records
 - b. Adult Education Independent Study Master Agreement
 - c. Adult Education Independent Study Contract
 - d. Adult Education Independent Study student work samples
 - e. Adult Education grade reports
 - f. Adult Education Student Cumulative Record

SUBJECT: **Adult Education High School Diploma Program**

NO: **4410**

PAGE: **9 OF 9**

EFFECTIVE: **10-16-81**

REVISED: **10-12-16**

G. APPROVED BY



General Counsel, Legal Services
As to form and legality

H. ISSUED BY



Chief of Staff