



ADMINISTRATIVE PROCEDURE

CATEGORY: **Instruction, Adult Education**

SUBJECT: **Adult Education Programs**

A. PURPOSE AND SCOPE

1. To delineate adult education programs offered by the San Diego Unified School District and the San Diego Community College District.
2. To outline administrative procedures related to adult education programs provided by the San Diego Unified School District.
3. **Related Procedures:**
 - Length of 7-12 School Day.....4026
 - School attendance of, and equal education access for, married students, pregnant students, and minor parents4255
 - Enrollment of minors in community college continuing education (HSDP) classes.....4405
 - Adult education high school diploma program.....4410
 - Exemptions from compulsory full-time and continuation education6185
 - Use of buildings and equipment by community college district9215

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: C-4700, F-1000, F-1050, F-2000, F-2200, F-3900; *Adult Education: a Handbook for California, 2005*; Education Codes 8500 *et seq.* 41840 *et seq.*, 41976 *et seq.*, 46190, 46300.4, 48200, 51056, 51255.3 [a], 52302.9, 52500 *et seq.* 52610 *et seq.*, Delineation of Function Agreement, 1980.
2. **State Laws Governing Adult Education**
 - a. **Education Code Section 8500** states that “adult continuing education is essential to the needs of society in an era of rapid technological, economic, and social change and that all adults in California are entitled to quality, public-supported, continuing education opportunity.”
 - b. The governing board of a high school district or unified school district may establish classes for adults. If such classes result in average daily attendance (ADA) of 100 or more in any school year, the district shall establish an adult school for the administration of the program (EC 52502).
 - c. The SDUSD Adult Education Program is a designated California “adult school” as identified by school code 3730280.
 - d. Adult education programs must be self-supporting and be maintained through a clearly defined budgeting process. This process restricts school districts from using general fund revenue for adult education expenditures or allocating

adult education funds for general fund expenditures. A penalty may be imposed for any unauthorized expenditures of adult education funds for general fund operations (EC 52616.4). It is important to note that as a result of categorical funding flexibility legislation (February 2008), EC 52616.4 was suspended for a five-year period ending June 30, 2013.

- e. Adult education program areas mandated by the Education Code are eligible for state apportionment. These program areas include elementary and secondary basic skills, English as a second language, citizenship for immigrants, short-term vocational programs, programs for substantially disabled adults, programs for older adults, parent education programs, health-safety education, home economics, apprenticeship education, and test preparation courses for the General Education Development (GED) Test and the California High School Exit Exam (CAHSEE) (EC 41967) (see C.3.).
- f. Adult basic elementary and secondary education is the responsibility of high school and unified school districts except in those instances where by mutual agreement the responsibility is assigned to a community college district (EC 8530). Thus, the adult high school diploma program is the responsibility of high school or unified school districts, but courses leading to a high school diploma may be offered by a community college district pursuant to a mutual agreement (EC 8531).
- g. When both a school district and a community college district serve the same geographic area and both provide adult education, their respective governing boards shall approve an agreement specifying each district's responsibilities for adult education classes, courses, or programs (Ed. Code 8530–38).
- h. The San Diego Unified School District and the San Diego Community College District, which have nearly identical boundaries, provide adult education programs under provisions set forth in a "Delineation of Function Agreement" which became effective January 1980 (see C.3.).

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Adult Education Office, Instructional Support Services Division.
2. **Definitions**
 - a. **Regular adult education student:** Persons eighteen (18) years of age and older are eligible to enroll in adult education programs. Also eligible are minors, regardless of age, who are pregnant or are actively engaged in the

parenting of his or her child or children (EC 52610.5). Emancipated minors are considered adults and may enroll in any adult education program.

- b. **Special education adult student:** A person 18 years of age or older capable of obtaining the adult high school diploma and who by law must be offered educational services until the age of 22 as mandated by an Individualized Education Plan (IEP) or 504 Plan. Special education adult students receive academic support service through the district's TRACE program while enrolled in the adult education high school diploma program.
 - c. **Concurrently enrolled student:** A person, at least 16 years of age, who attends the adult education program (for the purpose of making up deficient credit needed for graduation) only after attending a regular high school program for a minimum of 240 minutes per school day or in a continuation school, adjustment or opportunity school for special education, or independent study for the minimum hours required for full-time attendance (see Procedure 4026). Attendance in the student's regular assigned school/program must transpire prior to the student attending the adult education program (EC 52500.1). High school students may only concurrently attend adult education classes during an adult education summer session if the student is attending classes in the district's high school summer school program prior to attending the adult education class.
 - d. **Exempt student:** A person, at least 16 years of age, who is exempt from compulsory continuation school attendance, as prescribed by law, and can verify full-time employment may enroll in adult education classes and must attend a minimum of four (4) hours per week (EC 48410 f) (see Procedure 6185).
 - e. **Joint Adult High School Diploma:** An adult high school diploma awarded jointly by the San Diego Unified School District and the San Diego Community College District Continuing Education (Adult) Program. There are two adult diploma options available to students. The forty (40) credit Option 1 diploma mirrors the SDUSD diploma requirements for graduating seniors with the exception of the Physical Education requirement. The twenty-six (26) credit Option 2 diploma mirrors the minimum requirements for a high school diploma (with the exception of an added required college-level course) as stipulated by the California Education Code (EC 51225.3 [a]).
3. **Delineation of Function Agreement.** In January 1980, the San Diego Unified School District Board of Education and the San Diego Community College Board of Trustees adopted a "Delineation of Function Agreement" related to the operation of adult education programs in each district (EC 8536). This agreement provides that adult education programs operated by each district shall be offered as follows:

- a. **Adult basic education, citizenship, English as a second language, elementary and high school diploma programs**
- (1) **The unified school district** Board of Education shall prescribe high school graduation requirements for the jointly issued adult high school diploma. These requirements are applicable to students earning the diploma in the San Diego Unified School District and/or the San Diego Community College District Continuing Education (Adult) Program.
 - (2) **The unified school district** shall provide programs for students enrolled in, or eligible to enroll in, district K–12 programs. District operated adult programs in this category are limited to:
 - (a) Students between the ages of 18 and 19 years, 11 months, who have not graduated from high school and were enrolled in a regular high school or in a continuation or opportunity program immediately prior to enrollment in district adult education courses.
 - (b) Students under 19 years, 11 months of age, who are pregnant or are actively engaged in the parenting of his or her child or children and have not graduated from high school.
 - (c) Emancipated Minors
 - (d) Students, at least 16 years of age, who concurrently enroll in the adult education program, after the regular school day, to make up deficient credit needed for graduation.
 - (e) Minor students who are employed full-time and are exempt from compulsory continuation school classes as prescribed by EC 48410(f).
 - (3) **The community college district** shall provide programs for students not served by the unified school district, as provided in C.3.a.(1).
- b. **Vocational and occupational training.** The unified school district shall provide vocational education and job training for persons defined in C.3.a.(1), and *may* provide vocational education and job training programs funded totally or in part by state or federal categorical funds where the program includes participation by students both over and under the age of 18.
- c. **Parent education classes**

- (1) **The unified school district** shall provide parent education classes that support district K–12 programs.
 - (2) **The community college district** shall provide all other parent education programs and services.
 - d. **Programs for the disabled**
 - (1) **The unified school district** shall provide programs and services for disabled students through 22 years of age as required by federal special education legislation.
 - (2) **The community college district** shall provide programs for the disabled and persons 18 years of age or older, and in accordance with state requirements and the Master Plan for Special Education.
 - e. **Regional Occupational Programs (ROP)**
 - (1) **The unified school district** shall provide ROP courses for high school students, out-of-school youth, and adults, except those contracted to be administered by the community college district under separate agreement.
 - (2) **The community college district** *may* offer ROP courses as contracted, with course-by-course approval each year from the unified school district.
 - f. **Programs for adults of thirteenth- and fourteenth-grade-level courses.** The community college district *shall* offer programs involving thirteenth- and fourteenth- grade-level course content.
4. **Funding.** Adult education funding for all state-mandated programs operated by high school or unified school districts is provided through categorical state funding, which is separate from K–12 funding. Adult education funding is based on hours of actual class attendance rather than on enrollment. Attendance of only those persons regularly enrolled in a class shall be counted. For apportionment purposes, 525 hours of attendance equals one unit of adult school Average Daily Attendance (ADA).
5. **Enrollment Eligibility**
- a. **The community college district** shall serve students not eligible to be served by unified school district (students 19 years, 11 months of age and older, students with a high school diploma, and if appropriate, exempted minors.. **The unified school district** shall serve those students described in C.3.a.-e.
 - b. **Exceptions**

(1) A person *19 years, 11 months of age or older* may enroll in the San Diego Unified School District adult program if there is no appropriate community college adult education program available to enable that student to pursue his/her educational goals. The *Authorization to Enroll in the SDCCD Continuing Education (Adult) Program* form (E.1.) is required.

(2) A person *under 19 years, 11 months of age* may enroll in the community college continuing education (adult) program if there is no suitable unified school district program available. The *SDCCD Continuing Education Program Authorization to Enroll in SDUSD Adult Education Program* form (E.2.) is required.

6. **Unified School District Adult Education Program**

a. **Sites**

(1) **Administrative Office:** Directs and oversees the program and provides administrative and clerical support to all district adult education sites.

(3) **Adult education High School Diploma Program (HSDP):** Sites are housed on high school campuses throughout the district. Classes operate during the day, late afternoon, and early evening.

b. **Administration:** The adult education program manager administers and provides leadership for all aspects of the district Adult Education Program including, but not limited to, on-site administration and supervision, responsibility for ensuring that all program operations adhere to state and federal law as well as district policy; budget development and management; various state and district reporting responsibilities; curriculum development, personnel management, state and Board course approval, management of records related to enrollment, hours of attendance, hours of instruction; and the evaluation of certificated and classified staff.

c. **Personnel:** District salary and personnel regulations and procedures apply to persons employed in district adult education programs.

(1) Teachers may be recruited from within or outside the district. All district adult education teachers must possess a valid California teaching credential authorizing service at the adult level.

(2) The adult education program employs both full-time and hourly certificated and classified personnel.

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7. **Average Daily Attendance (ADA):** Adult education classes must be self-supporting through earned ADA. Adequate student attendance is required for the operation of all adult education classes. Five hundred and twenty-five (525) hours of attendance equal one unit of adult school ADA.
 8. **Community College Adult Classes Located on San Diego Unified School District Sites:** When a community college adult education program is operated at a unified school district site, the community college dean assigned to that site is responsible for program administration and supervision (see Procedure 9215).

D. IMPLEMENTATION

1. **Enrollment:** Student enrollment is completed at each individual adult education site (see Procedure 4410 – Adult High School Diploma Program).
2. **Attendance:** Attendance accounting is completed at each individual adult education site and submitted to the Adult Education Administrative Office (see Procedure 4410 – Adult High School Diploma Program).
3. **Course Approval:** All courses offered in the Adult High School Diploma Program must be approved by Board of Education (*prior to being offered*) and the California State Department of Education [Secondary, Postsecondary, and Adult Leadership Division](#), on an annual basis. These approval processes are initiated by the adult education program manager.
4. **State Reporting:** All required state reporting is completed and submitted to the California State Department of Education, [Secondary, Postsecondary, and Adult Leadership Division](#), by the adult education program manager with the exception of the California Department of Education Form S which is submitted by the district Attendance Accounting Office upon receipt of the data required to complete the form by the program manager.

E. FORMS AND AUXILIARY REFERENCES

1. **Adult Education Annual Schedule of Classes**
2. **Enrollment:**
 - a. Adult Education Enrollment form
 - b. SDUSD Authorization to Enroll in San Diego Community College District Continuing Education (Adult) Program form
 - c. SDCCD Continuing Education Program Authorization to Enroll in SDUSD Adult Education Program form.

F. REPORTS AND RECORDS

1. **Adult Education State Reports**
 - a. California Department of Education Form S (ADA reporting)
 - b. J-18/19a Addendum – Annual Report of Adult Education Average Daily Attendance, Enrollment, and Enrollees
 - c. Annual Course Approval
2. **Adult Education High School Diploma Program Site Records:**
 - a. Student enrollment records
 - b. Independent Study Master Agreement (if applicable)
 - c. Grade reports
 - d. Student Cumulative Record
3. **Adult Joint High School Diploma Graduate Transcripts:** The official student transcript for students who earn the joint Adult High School Diploma in the SDUSD or the SDCCD can only be obtained through the SDCCD Continuing Education (Adult) Program office. SDUSD is unable to verify high school graduation status, or provide an accurate transcript, for students who obtain the joint Adult Education High School Diploma in the SDUSD.
4. **Adult Education Administrative Office Records:** The adult education administrative office maintains records for all adult education site locations including, but not limited to, program expenditures, personnel, payroll, budget, average daily attendance, high school diploma completion, curricula, and all state and district reporting documents.

G. APPROVED BY



General Counsel, Legal Services
As to form and legality

H. ISSUED BY



Chief of Staff