

# I-24: Administrative Procedures

## Adult Education Program



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### REFERENCES

[Board Policy I-24](#)

[Utah Adult Education Policy and Procedures Guide](#)

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### DEFINITIONS

**Adult:** An individual 18 years of age or older.

**Adult Basic Education:** A program of instruction at or below the 8.9 academic grade level, which prepares adults for advanced education and training.

**Adult Education:** District organized educational programs below the postsecondary level, other than regular full-time K-12 secondary education programs:

- A. provided for out-of-school youth (16 years of age or older) or adults who have or have not graduated from high school; and
- B. provided to improve literacy levels and to further high school level education.

**Adult Education Secondary Diploma:** A Utah high school diploma that eligible adult education students can receive upon the completion of 24 credits earned through a variety of methods including high school courses and adult education courses.

**Adult Secondary Education ("ASE"):** A program of academic instruction at the ninth-grade level or above in Utah State Board of Education-approved subjects for eligible adult education students who are seeking an adult education secondary diploma or its equivalent.

**Eligible Adult Education Student:** An individual who provides documentation that the individual is a primary and permanent residency is in Utah, and is:

- A. 17 years of age or older, and whose high school class has graduated;
- B. under 18 years of age and is married;
- C. a person who has been emancipated or adjudicated as an adult; or
- D. an out of school youth 16 years of age or older who has not graduated from high school and who:
  1. is basic skills deficient;
  2. does not have a secondary school diploma, its recognized equivalent, or an equivalent level or education; or
  3. is an English Learner.

In accordance with state law, in certain circumstances individuals in Utah on a lawful visitor visa or from a bordering state may be considered by the district to be eligible adult education students.

Note: Individuals who academically test at or above 9.0 grade level in all assessed areas and have already obtained a secondary diploma and/or high school equivalence are not entitled to adult education services.

**English Language Acquisition ("ELA"):** A program of instruction to assist eligible adult education students who are non-native English speakers to become literate in the English language. The ELA curriculum focuses on reading, writing, speaking, and listening at less than a post-secondary level.

**English Language Learners ("ELL"):** An individual:

- A. who has limited ability in reading, writing, speaking, and comprehending the English language and whose native language is other than English; or
- B. who lives in a family or community where a language other than English is the dominant language.

**High School Equivalency ("HSE") Exam:** A Utah State Board of Education approved examination whose test modules are aligned with current high school core standards, and adult education college and career readiness standards.

**Out of School Youth:** A student 16 years of age or older who has not graduated from high school and is no longer enrolled in a K-12 program of instruction.

**Utah High School Completion Diploma:** A diploma issued by the Utah State Board of Education to an individual who has passed all subject modules of the HSE exam at a Utah HSE exam testing center.

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### PROCEDURES FOR IMPLEMENTATION

#### I. Adult Education Classes

- A. Adult education classes, including Adult Basic Education ("ABE"), Adult High School Completion ("AHSC"), English Language Acquisition (ELA), English Language Learner ("ELL") Program, and high school equivalency ("HSE") exam preparation, are open to eligible adult education students, and are available at the district's Horizonte Instruction and Training Center ("Horizonte").
- B. Appropriate fees for adult education classes are determined and approved annually by the board in accordance with state law. A list of the current fees is available on Horizonte's website at [horizonte.slcschools.org](http://horizonte.slcschools.org).

- C. Each eligible adult education student will have a written College and Career Readiness Plan ("CCRP"), defining his or her goals based upon a complete academic assessment, prior academic achievement, work experience, and an established entering functioning level. The CCRP shall annually be reviewed by the student and a designated program official and maintained in the student's file along with a signed data matching/agency sharing waiver release form.
- D. After a student enters a program and before 12 contact hours of instruction are completed, s/he may complete a state approved academic assessment to determine his or her entering functional level.
- E. Adult secondary education shall include the following prerequisite courses:
  - 1. ELL competency, Adult Education and Family Literacy Act ("AEFLA") levels one through six; or
  - 2. ABE competency AEFLA levels one through four.
- F. AHSC courses for students seeking an Adult Education Secondary Diploma shall meet federal AEFLA AHSC Levels I and II competency requirements with a minimum completion of 24 credits consistent with core standards and adult education college and career readiness standards under the direction of a Utah licensed teacher as provided in the Utah Adult Education Policies and Procedures Guide.

## **II. Eligibility for HSE Testing**

- A. Application to take the HSE exam requires that the applicant be at least 16 years of age, and may be enrolled as an adult education student at Horizonte but may not be enrolled in any other Utah K-12 school.
  - 1. A school employee shall not encourage, direct, or counsel a student enrolled in or seeking to enroll in their boundary high school to forego the remainder of their K-12 education and instead enroll in Horizonte's adult education program. This prohibition is in place even if the student is a newcomer and will most likely not graduate from their boundary school.
    - a. The primary option for youth students, i.e., students whose cohort has not yet graduated, is enrollment in their boundary school in order for them to take advantage of all the supports, services, and opportunities available in a traditional high school setting.
  - 2. Students and families may approach an administrator or counselor with the express desire to withdraw from K-12 education to attend the adult education program. Administrators and counselors need to talk with students and families about their options in the district's youth programs and ensure that the choice to withdraw from K-12 education comes from the student and family rather than from school staff.
- B. Individuals 18 years old or older whose high school class has graduated may take the HSE exam at any time.
- C. If the applicant is age 16, s/he must submit a completed state of Utah HSE Candidate and Adult Education Eligibility Form for 16-18-Year-Old Non-Graduates, which shall include:
  - 1. Verification that the applicant is not enrolled in school, that the applicant understands and accepts the consequences associated with the applicant's withdrawal from a K-12 program of instruction, and that the applicant understands that s/he may not return to a K-12 program of instruction anywhere in Utah upon passing of an HSE exam.
  - 2. A parent or guardian's signature on the application acknowledging that the parent or guardian also fully understands the above and, with this knowledge, authorizes the student to take the HSE exam.
  - 3. A signature on the application by the Horizonte adult education program administrator indicating that the applicant demonstrated the academic competencies necessary to pass the HSE exam.
  - 4. A marriage certificate in lieu of the parent or guardian signature if the candidate is married.
- D. If the applicant is 17 or 18 years of age, the same application process as noted above for the 16-year-old is required however, an adult education program administrator's signature described in Section II.C.3. is not required.

## **III. Utah High School Completion Diploma**

- A. If a student receives a passing score on all HSE exam modules, the student will be issued a Utah high school completion diploma from the Utah State Board of Education.
- B. An out-of-school youth of school age who has successfully passed all HSE exam modules and received a Utah high school completion diploma shall be reported as a graduate for the K-12 graduation annual yearly progress measures.
- C. An out-of-school youth of school age who has received a Utah high school completion diploma is not eligible to return to a K-12 public school. Certain exceptions may be made for individuals with disabilities under the Individuals with Disabilities Education Act.
- D. An out-of-school youth who has not passed all HSE exam modules shall be allowed to return to a K-12 school prior to the time his or her class graduates, with the understanding that all necessary requirements for the K-12 high school diploma shall be completed prior to issuance of a regular high school diploma.
- E. After completing the requirements for a Utah High School Completion Diploma, a student shall only continue in an adult education program if:
  - 1. a student's academic skills are less than 9.0 grade level in reading, math, or English; and

2. the student lacks sufficient mastery of basic educational skills to enable the student to function effectively in society.

**IV. Adult Education Secondary Diploma**

- A. In order to obtain an adult education secondary diploma, a student must successfully complete the minimum required core credits established by USBE in R277-700-6.
- B. Up to 5.0 academic credits for successfully passing an approved HSE exam may only be applied toward an adult education secondary diploma if the credits were transcribed by June 30, 2009.
- C. An out-of-school youth of school age who has received an adult education secondary diploma is not eligible to return to a K-12 public school.
- D. Adult education secondary diploma graduation requirements may be changed or modified, or both, for adult students with documented disabilities through Individual Education Plans from age 16 until their 22nd birthday, or an adult education CCR plan to meet their unique education needs.
- E. An out-of-school youth of school age who has successfully completed an adult education secondary diploma shall be reported as a graduate for the K-12 graduation annual yearly progress measures.
- F. After completing the requirements for an adult education secondary diploma, a student may only continue in an adult education program if the requirements outlined in Section III.E. are met.

**V. Graduation Ceremony**

Adult education students who successfully complete all requirements to graduate from the adult secondary education program and receive either a Utah high school completion diploma or an adult education secondary diploma may participate in graduation activities or ceremonies at Horizonte.

**VI. Compliance Records**

Horizonte will keep records to show compliance with all applicable policies, rules, and requirements.