

# POLICY GUIDE

BAYONNE BOARD OF EDUCATION

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## 2451 ADULT HIGH SCHOOL

The Board of Education may determine a need exists in the community for the provision of educational services that will enable out-of-school adults to qualify for a State-endorsed high school diploma issued by the Board. The purpose of this program is to provide comprehensive life-long learning opportunities for adults. Accordingly, the Board may establish and implement a State-approved adult high school .

The Board of Education may open and operate an adult high school, which shall offer **students** opportunity, accessibility, and flexibility while maintaining high standards inherent in the awarding of a high school diploma pursuant to N.J.S.A. 18A:50-1 et seq. and **N.J.A.C. 6A:20-2.1** et seq. Courses shall be sufficiently varied to **meet** the educational needs of **students** and shall be designed to challenge **students** to achieve their highest level of educational ability.

An educational plan shall be developed for each student in the district's adult high school program reflecting the student's past academic record, an analysis of past experiences for which credit may be awarded **pursuant to N.J.A.C. 6A:20-2.6**, graduation requirements, and a proposed schedule of courses for the current school year leading to completion of graduation requirements.

### A. Eligibility for Enrollment – N.J.A.C. 6A:20-2.2

#### 1. To qualify for enrollment in the adult high school, a person shall:

##### a. Be a New Jersey resident **at least sixteen years of age:**

- (1) A **student** enrolled in secondary school with senior standing who lacks an opportunity to take at **their** secondary school courses that are available in an adult high school shall be **eligible to take courses at the adult high school** provided the Superintendents of both the sending and receiving school districts approve in a written joint agreement the participation of **the student** on a space-available basis in **the** adult high school. The written approval shall explicitly state the course(s) to be taken, **the credits offered for each subject**, and the time frame covered by the agreement. Tuition established by the receiving school district on a cost-recovery basis may be charged to the sending school district for **students** enrolled under this exception, **if applicable;**



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- b. Have not earned a State-endorsed **or State-issued** high school diploma:
  - (1) Persons holding **State-endorsed** high school diplomas may enroll in an adult high school on a space-available basis for the express purpose of supplementing their high school record. Tuition established by the host school district on a cost-recovery basis may be charged to persons enrolling under this exception; and
- c. Complete and sign a **locally created** application for enrollment, including a statement of responsibilities.

## B. English Language Learners – N.J.A.C. 6A:20-2.3

- 1. **English language learners (ELLs)** shall be required to demonstrate language **proficiency** on a State-approved English proficiency assessment at a score level determined by the **New Jersey State Board of Education** .
  - a. **ELLs shall be referred to appropriate classes in the adult high school to attain English language proficiency.**
    - (1) **If the language improvement needs of the individual cannot be met by the adult high school, then the Principal shall refer the person to a New Jersey Department of Labor and Workforce Development Career Connections website.**

## C. Individuals with Disabilities – N.J.A.C. 6A:20-2.4

- 1. For an **individual** with a previous **Individualized Education Program (IEP)** seeking similar services at an adult high school, the Principal of the adult high school shall request, with **the written consent of the individual** , the most recent evaluation and IEP for the **individual** from the high school of last attendance, provided the evaluation was made within the last three years .



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- a. The Principal shall review the IEP to determine the services required by the plan and the availability of such services at the adult high school.
    - (1) If the IEP can be carried out, it shall serve as the instructional guide for the **individual** .
    - (2) If the Principal determines the IEP cannot be carried out, the Principal shall promptly refer the **individual** to the nearest adult high school with staff available to offer the special services required in the IEP or to **the** appropriate county or State agencies or institutions with resources and personnel able to serve the **individual's** needs .
  - b. If the evaluation was made more than three years prior to application to the adult high school, the IEP may not serve as a guide for the **individual's** instructional program at the adult high school. **The individual shall be referred to the IEP team for a reevaluation in accordance with N.J.A.C. 6A:14 - Special Education.**
2. **For an individual who previously had a 504 Plan, the Principal of the adult high school shall request, with the written consent of the individual, the most recent 504 Plan for the individual from the high school of last attendance, provided the evaluation was made within the last year. The school district shall determine if the 504 Plan needs to continue, be discontinued, and/or updated. The Principal of an adult high school may request a doctor's note with a rationale and treatment plan to verify the continued need for the 504 Plan.**
  3. **An individual with a disability who does not qualify for special education and related services, pursuant to N.J.A.C. 6A:14, N.J.A.C. 6A:20-2.4(a), and C.1. above, and who does not have a previous 504 Plan shall be counseled regarding educational options that would lead to a high school diploma.**
- D. Graduation Requirements – N.J.A.C. 6A:20-2.5
1. Adult high school students must pass the Statewide assessment for graduation **pursuant to N.J.A.C. 6A:8-5.1.**



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- a. **Students who are enrolled in the adult high school and are unable to pass the Statewide assessment for graduation , pursuant to N.J.A.C. 6A:8-5.1, shall receive further evaluation through the portfolio appeal process, pursuant to N.J.A.C. 6A:8-5.1 .**
  - b. **ELLs who are enrolled in the adult high school and are unable to pass the Statewide assessment for graduation , required at N.J.A.C. 6A:8-5.1, shall receive further evaluation pursuant to N.J.A.C. 6A:8-5.1(h), and shall demonstrate English language fluency on a New Jersey Department of Education -approved English proficiency assessment . The portfolio appeals process shall be undertaken in the ELL's native language, when available.**
2. When operating an adult high school, the Board shall **ensure that students** meet the requirements for high school graduation pursuant to N.J.A.C. 6A:8-5 .
3. The staff of the adult high school shall distribute to each entering **student** a copy of all State and local adult high school graduation requirements. At the beginning of each course, all **students** shall receive a list of proficiencies required for the successful completion of the course.
4. Successful completion of the requirements **set forth** in N.J.A.C. 6A:20-2.5(a) and (b), **D.1. and D.2. above**, and **the requirements** established by the Board, shall be required as conditions for awarding a locally issued, State-endorsed diploma.
5. The Board shall not issue a **State-endorsed** high school diploma without State approval of the adult high school program .
6. **The Board shall not issue a State-endorsed high school diploma without signed verifications for all credit awarded for experience and an official transcript(s) being on file.**



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**E. Award of Credit – N.J.A.C. 6A:20-2.6**

A Board of Education operating an adult high school shall annually adopt, at a public meeting, policies that provide for the awarding of credit, subject to the provisions outlined in N.J.A.C. 6A:20-2.6(a)1. through 6A:20-2.6(a)12.

**F. Awarding Credit for Foreign Studies – N.J.A.C. 6A:20-2.7**

Credit for the equivalent of American secondary school studies experienced in a foreign country shall be reviewed by **the school district operating the adult high school. If the school district cannot review the secondary studies experienced in a foreign country, the secondary studies shall be reviewed by** a recognized foreign credential evaluation expert or service . The cost of **the foreign credential evaluation expert or service** shall be borne by the student.

**G. Maintaining Student Records – N.J.A.C. 6A:20-2.8**

The adult high school shall have the responsibility to compile, maintain, and retain student records, including daily attendance records, and to regulate access to and security of such records.

**H. Staffing – N.J.A.C. 6A:20-2.9**

- 1. The adult high school shall have an adequate number of professional staff, properly certified for their respective assignments; however, persons involved in adult advisement shall be certified as either a Principal, supervisor, counselor, or teacher.**
- 2. The Board shall assign to professional staff members only position titles recognized in N.J.A.C. 6A:9B – State Board of Examiners and Certification.**

**I. Special Conditions – N.J.A.C. 6A:20-2.10**

The rules set forth elsewhere in N.J.A.C. 6A governing the operation of a high school within **the** school district shall govern the operation of an adult high school, unless otherwise explicitly stated in **N.J.A.C. 6A:20-2 and this Policy** .

N.J.S.A. 18A:7C-8; 18A:38-16; 18A:48-1; 18A:50-1 et seq.

N.J.A.C. 6A:20-2.1 et seq.

Adopted: 28 July 1997

Revised : 18 January 2005

Revised : November 23rd, 2020

**REVISED : March 15th, 2022**

