

# POLICY

## EAST WINDSOR BOARD OF EDUCATION

PROGRAM

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ADULT HIGH SCHOOL

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2451 ADULT HIGH SCHOOL

The Board of Education determines that 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 directs the establishment and implementation of a state-approved adult high school in Hightstown High School in accordance with rules of the State Board of Education.

### Eligibility

A person is eligible for enrollment in the adult high school education program who is a New Jersey resident; is out of school; is sixteen or seventeen years of age and approved for enrollment in accordance with N.J.A.C. 6:30-1.2(b) or is eighteen years of age or older; has not earned a locally-issued, State-endorsed high school diploma; and has filed with the adult high school office an enrollment application and a signed statement of responsibilities. In addition, New Jersey residents who are at least sixteen years of age and no longer enrolled in a regular high school may be admitted on a space-available basis and with the approval of the Superintendents of this and the sending district, to courses not available in the high school in which they are regularly enrolled.

### Courses of Study

The adult high school program will offer adults opportunity, accessibility, and flexibility while maintaining the high standards inherent in the awarding of a high school diploma. The Board will annually adopt a program of studies for the adult high school, including descriptions of each course offered. Courses will be sufficiently varied to meet the educational needs of adults, will be designed to challenge participants to achieve their highest level of educational ability, and will include, as a minimum, the state mandated courses required for high school graduation and remedial courses for students unable to demonstrate basic skills mastery. For each student, in an adult high school program, an educational plan shall be developed reflecting the student's past academic record, an



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analysis of past experiences for which credit may be awarded, graduation requirements, and a proposed schedule of courses for the current school year leading to the completion of the requirements for graduation.

Proficiencies established for adult high school courses must equal or exceed proficiencies established for similarly titled courses in the high school. Adult school courses may be traditional or flexible; traditional courses will be conducted in classroom sessions of the required length, and flexible courses shall require biweekly meetings for the review of projects and activities.

### Equal Opportunity

All adult high school students will be offered equal educational opportunities, regardless of the pupil's race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability. Adult high school students who have limited English language proficiency and/or disabilities will be offered educational opportunities and services in accordance with N.J.A.C. 6:30-3.5.

### Graduation Requirements

To qualify for a high school diploma, an adult high school student must meet the graduation requirements established by Policy No. 5460 for the regular high school, except that no more than fifteen credits may be in physical education and at least ten credits must have been earned in course work taken in the adult high school. The adult high school shall establish minimum curriculum requirements for graduation which meet the minimum requirements of the district's regular high school and in accordance with N.J.A.C. 6:30-3.7(c). Adult high school students must pass the state assessment test. Students entering the adult high school will be provided with the graduation requirements and each student enrolled in a course will be provided with a list of the proficiencies required for the course. A comprehensive written examination will be administered in each course except courses in the fine, practical, or performing arts. Adult high school students who enter and make continuous progress toward completion are held accountable for the statewide assessment in effect at the time they meet all other graduation requirements.

### Course Credit



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The Board of Education will annually adopt policies at a public Board meeting which provide for the awarding of credit in accordance with N.J.A.C. 6:30-3.8. Adult high school course credit will be given for the successful completion of courses of study taken in the adult high school, in accredited high schools and institutions, and in accredited colleges. Experiences in proprietary or public vocational training programs will be assessed in terms of proficiencies for adult high school courses offering similar experiences. Five adult high school credits will be awarded for each course meeting two semesters or one year. Credits may be prorated for courses meeting shorter periods of time. Credit will be transferred to the adult high school only on receipt of an official transcript from the institution in which they were earned.

Credit will be awarded for secondary coursework in a foreign institution only when the transcript has been approved by the Department of Education.

The adult high school shall award credit in accordance with N.J. A.C. 6:30-3.8. Credit may be awarded for properly verified work experience, apprenticeship training, physical education and basic military training. Credit may also be awarded in health and safety for the possession of a valid New Jersey driver's license, possession of a current occupational license issued by a New Jersey agency, on-the-job training and advanced military training. Credit may also be awarded for passing a comprehensive examination in a course of study, remedial communication or computation coursework, and coursework in English as a second language, in accordance with N.J.A.C. 6:30-3.9.

### Staffing

Teaching staff members appointed to the adult high school shall be appropriately certified for the positions they hold. Work schedules shall be prepared so as to make staff members available for consultation with adult students. Staff members will be regularly evaluated and will receive orientation and in-service training. Persons involved in adult advisement shall be certified as either Principal, supervisor, counselor or teacher. All titles in the high school program shall be recognized in N. J.A.C. 6:11-3.1.

### Attendance Records



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Records will be compiled and maintained in accordance with Board Policy No. 8330 and State Board of Education rules governing pupil records and with law and State Board rules governing financial records. An attendance register will be maintained on a daily basis indicating the number of hours of program participation and shall be submitted to the Department of Education on an annual basis. An adult participating in a learning experience of less than one full hour is not considered as having attended that scheduled session.

### Financial Records

Financial records will be maintained in appropriate accounts pursuant to N.J.A.C. 6:20. Adult high school opportunities shall be offered free of tuition, fees or other charges, including the cost of books and other instructional material except for transcript evaluation fees payable to the Bureau of Adult Education and Literacy.

### Community Involvement

The community will be adequately informed of the availability of the adult high school program and of the Board's policy of equal educational opportunity. The Superintendent shall establish an adult education advisory committee, subject to Policy No. 9140, to consult with appropriate teaching staff members on the goals and operations of the adult high school.

N.J.S.A. 18A:38-16; 18A:48-1; 18A:50-12 et seq.

N.J.A.C. 6:30-1.1 et seq.

Adopted: 22 November 2004

