

**ADULT AND COMMUNITY EDUCATION PROCEDURES**

These procedures govern the operations of the Adult and Community Education Program. The Director of Adult and Community Education (the Director) is responsible for administration of the programs offered.

**PROGRAMS**

The following programs will be offered as part of the Adult and Community Education program when resources permit and there are a sufficient number of students to offer the program.

1. High School Completion Program. This program provides the opportunity to earn a GNG High School diploma or a General Equivalency Diploma (GED). All required high school credit courses will be offered. If there are enough students for a class one will be scheduled. Otherwise tutorial arrangements will be made. The Director will complete a preliminary evaluation of credits for all students prior to admission.  
Admission requirements: To be eligible, the student must:
  - a. Be at least 18 years of age and have been out of high school for at least one year; or
  - b. Be at least 16 years of age and not enrolled in high school, and have permission of parent, High School Principal, Director, and Superintendent. A diploma will not be awarded until the student's class has graduated from high school.
2. Adult Basic Literacy Program. This program provides help in learning how to read. To be eligible, the student must be at least 17 years of age and have a reading level below eighth grade level. Records of the student's participation in this program will be kept confidential.
3. Vocational Courses. These courses are designed to increase the skills of participants in their current occupations or to assist them gaining skills to seek new vocations. To be eligible, the student must be at least 18 years of age unless approved by parent, High School Principal, Director, and Superintendent. Vocational courses can be counted toward a high school diploma.
4. Personal Enrichment Courses. These are skill or information courses addressing the varying interests of community members. To be eligible, the student must be at least 18 years of age unless approved by parent and Director. These courses cannot be counted toward a high school diploma unless an exception is approved by the High School Principal and Director, such as aerobics counting as part of a physical education requirement.

**COURSE OFFERINGS**

The Director will convene an Advisory Committee to meet at least twice yearly to advise the Director on course offerings, and to provide guidance on the direction of the overall program. The Committee will review course enrollments and student feedback in making recommendations. The Committee will include community members, former adult ed students, a Board member and a District administrator (individuals may fill more than one of these roles).

50 DIPLOMA CREDITS

51 In addition to the credits earned toward a high school diploma as described in Policy IKE  
52 Student Placement, adults earning a diploma through adult education can earn credits in the  
53 following ways. Prior to awarding credit for any of the following, guidelines must be developed  
54 for each including what documentation is needed and the criteria to be used by the Director in  
55 making decisions about awarding credit. The Director will evaluate documentation provided  
56 and determine whether to award credit and how much to award.

- 57 1. Correspondence School: at most one (1) credit for documented completion of each 45  
58 hours of correspondence study.
- 59 2. Apprenticeships: at most two (2) credits for completing an apprenticeship program  
60 approved by the Maine State Apprenticeship Council.
- 61 3. Military Service: at most one (1) credit for military service resulting in an honorable  
62 discharge after not less than two (2) successive years , or after a minimum of six (6) years  
63 in the National Guard or in the Reserves .
- 64 4. Work Experience: at most one (1) credit for three (3) consecutive years of work experience  
65 or home-making and at most two (2) credits for five (5) consecutive years of work  
66 experience or home-making.
- 67 5. Volunteer Work: at most two (2) credits for participation in planned volunteer work  
68 activity, with each credit representing a minimum of two (2) years volunteer service with  
69 the same organization and a minimum of five (5) hours per week.
- 70 6. Independent Study: at most two (2) credits for independent study where the plan meets the  
71 criteria of Policy 3.01 Student Placement.
- 72 7. Career Exploration: at most two (2) credits for career exploration experience which allows  
73 the individual the opportunity to explore, study, observe, job shadow and have practicum  
74 experience in business, industry, institutions and agencies, with each credit representing a  
75 minimum of one (1) semester or forty-five (45) hours.
- 76 8. Competency Testing: Eligible adults may be allowed to demonstrate competency by  
77 testing one (1) credits in each of four (4) subjects. Test instruments will be constructed by  
78 MSAD 15 teachers with the grade level identified. Students must pass the final exam with  
79 a grade no less than C.

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81 GRANTS AND FEES

82 Adult and community education programs will rely on local tax revenues as little as possible,  
83 based on fees, grants and state subsidy. There is no cost to the student for diploma or literacy  
84 programs. For all other courses, books and other instructional materials will be paid for by the  
85 student. Tuition for vocational courses shall be based on the cost to MSAD 15 in addition to  
86 subsidy and grants. Fees for personal enrichment courses will be established by the  
87 Superintendent to make this program self-sustaining on an annual basis. The fee shall be  
88 established for each course prior to registration and the Director will determine whether there is  
89 sufficient enrollment to offer the course. If enrollment is insufficient for a Vocational or  
90 personal enrichment course, the Director will consult with registered students and the instructor  
91 to determine whether to cancel the course or increase the registration fee.

92 Non-residents may be charged an additional fee if the Superintendent determines that a course is  
93 supported by local tax revenues. All revenues from grants, subsidy or fees will be accounted for  
94 as required in and will be subject to annual audit by the MSAD 15 auditor.

95 The Director will be responsible for submitting all state reports necessary to receive subsidy and  
96 all grant applications to support programs offered.

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99 REGISTRATION

100 Vocational and personal enrichment course offerings will be advertised prior to each semester in  
101 a flier mailed to each household. There will be a registration period of at least two weeks for  
102 these courses. Registration is on a first come, first serve basis regardless of residency.

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104 EMPLOYMENT OF PERSONNEL

105 The Director is responsible for hiring instructors for the duration of a course, subject to approval  
106 of the Superintendent. All other Adult and Community Education personnel will be hired by the  
107 Superintendent. The Director is responsible for evaluating all personnel, as provided in Policy  
108 GCR Evaluation of Stipended Personnel. Continued employment of instructors is at the  
109 discretion of the Director and Superintendent.

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111 Cross Reference:     IHD   Adult & Community Education  
112                             GCR   Evaluation of Stipended Personnel  
113                             IKE   Student Placement

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