Adult Education/Lifelong Learning Programs Administration

Many people are forced by circumstances to discontinue their schooling prior to completing high school. For this reason, the Adult Education program is designed for out-of-school persons under the supervision of the Eagle County School District Re50J and in cooperation with Colorado Mountain College for the purpose of obtaining a high school diploma. The immediate objective is to provide people an opportunity to continue their education and to help them acquire the aforementioned diploma.

The coordinator of the Adult Education program is the person in the Eagle County School District who has been assigned the specific responsibility of the administration of all adult programs in the District. The coordinator will serve as the chairperson of the Adult Education Council.

The Adult Education Council consists of G.E.D. teachers, high school counselors, CMC counselors, a minimum of one high school teacher, the coordinator of adult education, Colorado Mountain College center directors, and a minimum of one representative at large. The Council shall be responsible for recommending District policy concerned with the operation of the Adult Education program. Specifically, the Council will evaluate need, establish programs, and track participation of any student in the Adult Education program. Ultimately, the Council will recommend acceptance or rejection of completed programs to the Eagle County School District Board of Education for its consideration and action.

REGULATIONS:

1. Persons who are not currently enrolled in a regular School District program and whose class has graduated at least twelve months previously may become eligible to graduate through the Adult Education program *(persons may be admitted to the program and begin working toward the fulfillment of the graduation requirements during that year)*. A class shall be considered to be the class that graduates four years from a person's enrollment into ninth grade.

2. All credits toward high school completion should be well documented, signed, dated, and explained in the permanent cumulative record stored by the School District. The records shall be maintained in the charge of the Eagle County School District. Additional copies of the records may be maintained by Colorado Mountain College.

3. All enrollees in the program, regardless of whether or not they have been a student in the Eagle County School District, must successfully complete at least three credits of course work at Colorado Mountain College, the content or course to be determined on an individual basis by a CMC counselor and/or the Adult Education Council. Candidates must have lived in the Eagle County School District for at least one year. Documentation of residency may be required.

4. The requirements for the high school diploma for adults shall be as follows:

   a. **Unit requirements**

      One unit equals one class for one year in high school; a three credit CMC course equals one half unit. Each student must fulfill the following requirements:

      (1) Three units of English
      (2) Two units of Social Studies
      (3) Two units of Mathematics
      (4) One unit of Science
      (5) Twelve units in elective areas

      A total of 20 units are required. In cases where the student is intellectually handicapped, the above unit requirements may be waived and substituted with an alternative program approved by the Adult Education Council.

   b. The General Educational Development *(G.E.D.)* examination may be applied to the unit requirements above in the following manner:

      (1) A minimum individual test score of forty is required for credit *(the state requirement is that when the full battery is taken, there be an average of 45 with no score less than 35)*
      (2) Three units of English or the Reading and Writing Skills Test
      (3) Two units of Social Studies or the Social Studies Skills Test
      (4) Two units of Mathematics or the Math Skills Test
      (5) One unit of Science or the Science Skills Test
      (6) Twelve additional units in the elective area are also required under the G.E.D. testing method

5. Units of credit to meet the above requirements may be earned or granted as follows:
   a. Credits earned in accredited schools
   b. Military service *(not to exceed two credits)*
   c. Career experiences*
   d. Life experiences*

   * One credit of work experience may be earned on the basis of 6 months of full time employment with the same employer and with good experience recommendations, up to a limit of four credits *(24 months)*. Credit for life experience may be awarded by the Council on the basis of individual circumstances, the combination of the two being limited to six unless approved by two-thirds vote of the Council. Granting of credit in each case shall be based upon a written application.

6. Acceptance of credit from accredited school: The procedure for acceptance of credits

from other schools shall be in accordance with the regular Eagle County School District policy regarding acceptance of credit for entrance of students from other schools. The counselors at the high schools and/or the coordinator of the adult education will be responsible for making this determination.

7. A maximum of two units of credit may be allowed for basic military training *(two years of military service)*. An additional two units may be granted for educational experience in the military service upon receipt of appropriate documentation. Appropriate documentation shall include the amount of time spent on the educational experience and the type and satisfactory completion of the educational experience.