



# EL DORADO COUNTY OFFICE OF EDUCATION

## ADULT EDUCATION STUDENT HANDBOOK

### Mission Statement

The El Dorado County Office of Education Adult Education programs provide our region's adult learners with a wide range of rich learning experiences tailored to meet their unique needs. Our programs prepare and empower our adult students to achieve their educational, career, and personal goals. Whether the goal is earning a high school diploma or a High School Equivalency Certificate – or passing one of hundreds of industry-approved certifications at our Pearson Vue Test Center – EDCOE's Adult Education programs are designed to help you achieve your dreams.

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# Adult Education Program Description

At Charter Adult Education, we want you to reach your personal and education goals. Our smaller school setting allows us to provide individualized instruction in a supportive environment. All of our classes include assistance to help students reach their life, career, and/or college goals. If you need help in a class, talk to your teacher and/or the school office.

- ✓ All classes are free. There are no registration fees or other charges.
- ✓ You must be 18 or older to enroll as an adult education student.
- ✓ ✓ In order to be successful, you need to attend class regularly. If you must miss class, let your teacher know. Please see the attendance policy.
- ✓ ✓ All adult education students must take a CASAS skills test on a regular basis. All students enrolled at CAE are required to take a placement test, called CASAS, in both English language arts and math every 50 hours of attendance.
- ✓ ✓ You may enroll at any time for any of our classes. If a class is full, you will be placed on a waitlist.
- ✓ ✓ Classes are set up with the expectation that you work in class and at home in order to
- ✓ maximize your learning and complete your goals as quickly as possible.
- ✓ ✓ Students are expected to keep their email and/or phone number up to date with the school so we can communicate important information with you as needed.
- ✓ ✓ The program may ask students for basic information or about their interests and future plans throughout the year. We appreciate you completing these forms and returning them to your teacher or counselor as soon as possible.

# STUDENT RIGHTS, RESPONSIBILITIES, AND CODE OF CONDUCT

## **Adult Education Student Rights:**

- You have the right to an education that will assist you in accomplishing your goals
- Your education should improve your skills. It should also help you move forward to college or improve your career choices if these are goals of yours.
- You have the right to be treated with respect in the classroom and in regard to your personal and educational information. Personal and educational information will be kept confidential and only be released with your written permission.
- You have the right to know the grading policies and procedures for the course(s) you are enrolled in. Your rights also include knowing class procedures and having access to your teacher as well as any class materials that are part of the course.
- You have the right to attend school in a clean and safe environment.

## **Adult Education Student's Responsibilities:**

- **You are responsible to attend all scheduled class days and complete work towards your area of study.**
- You share responsibility with the teachers for your own learning. Ask for help if you need it.
- You are responsible for studying on your own when you are not in class. Expect to work on your studies outside of class on a regular basis
- You are responsible for helping others to learn by being respectful.
- During class, you should ask questions if you don't understand, participate in the activities, and help others to understand.
- You are responsible to help maintain a quiet and respectful learning environment in your classroom.
- You are responsible for taking care of the equipment, the materials, and yourself in the classroom.
- Please do not eat or drink at the computers.

Cell phones should be turned off or set on vibrate and should not be used in classrooms for conversations. Be quiet and courteous when using cell phones outside classrooms.

## Attendance Policy

**Regular attendance is required and mandatory for student success.**

An individual attendance agreement will be developed with each student upon enrollment. Be sure you can follow through with the agreement before committing to the agreement. Students should plan carefully to schedule personal appointments around their school schedule.

In addition to the attendance agreement, students are expected to produce a minimum amount of work each week. This minimum amount is twelve (12) hours of productive work.

Productive work = passing grades and progress through the curriculum.

Twelve (12) hours of productive work = 1 credit.

Students will be dropped from the program who violate their weekly attendance agreement and/or fail to produce the minimum amount of weekly productive work three (3) times per semester.

**Students who are dropped may apply for re-enrollment the following semester.**

# Program Policies

## Adult Education Classes Program Information

### Testing Policy

- All adult education students must take a CASAS skills test before instruction begins.
- Students are required to take the CASAS skills test at the conclusion of every 50 hours of work throughout the year. Your teacher will tell you when it's time for you to retake the test.
- The skills test is an important tool for understanding your learning growth & needs.

Students who do not test as needed will be dropped from the program.

### Adult Education Pathways and Options:

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# Adult Education Pathways

## Adult Basic Education (ABE)

### **CASAS Score below 235**

ABE classes at Charter Adult Education cover the skills of speaking, listening, reading and writing, as well as mathematics and skills for daily life. The classes are designed to help students gain life and employment skills, progress to career or academic programs, and become actively engaged in their communities. **If your CASAS score is below 235 you will need to begin with Adult Basic Education. If you are interested in earning credits towards a high school diploma, you will start with ABE and be assessed every 40 hours until you reach the CASAS level of 235 that allows you to earn high school credits.**

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In addition to the attendance agreement, students are expected to produce a minimum amount of work each week. This minimum amount is twelve (12) hours of productive work.

Productive work = passing grades and progress through the curriculum.

Twelve (12) hours of productive work = 1 credit.

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**Students who are dropped may apply for re-enrollment the following semester.**



## High School Diploma (HSD)

**CASAS Score: 235 or higher** required

The High School Diploma (HSD) program provides the opportunity for students to earn credits toward a high school diploma. Instruction is individualized so that each student works on the specific credits he or she needs. Classes are a hybrid of computer-based and in person instruction. Teachers work with students one-on-one to provide support as you move through online modules. Strong computer skills are not required to participate. Goal setting, skill building, as well as college and career planning are incorporated into this class. Charter Adult Education offers a seat-time adult high school subjects program. Students work at their own pace in a classroom environment with a certificated teacher available to help them with their work. Students work on the individual courses needed to complete their graduation requirements. The coursework is completed in the classroom and at home.

### HSD STUDENT RESPONSIBILITIES

In order to make adequate academic progress you must:

1. Complete at least twelve hours of classwork/ homework each week,
2. Attend in person at least once a week as scheduled by your teacher. The in-person requirement is mandatory.
3. \*There are no excused absences in adult education. If a schedule conflict develops, you should contact your teacher who will schedule an opening at another time or in another class.
4. **Students must take unit/chapter tests in person** and must attend regularly in order to obtain credits.
5. Credits are earned by turning in the assignments on a regular basis. A student will be dropped after missing 3 class periods.

### INSTRUCTIONAL PROGRAM: HSD SEAT-TIME

**CASAS Score: 235 or higher** required

Charter Adult Education offers a seat-time adult high school subjects program. Students work at their own pace in a classroom environment with a certificated teacher available to help them with their work. Students work on the individual courses needed to complete their graduation requirements. The coursework is completed in the classroom and at home.

Students must attend regularly in order to obtain credits. Credits are earned by turning in the assignments on a regular basis. A student will be dropped after missing 3 class periods.

### HSD: INDEPENDENT STUDY PROGRAM (ISP)

**CASAS Score: 239 or higher** required and **1 month enrollment in HSD Seat-Time class**

Independent study at Charter Adult Education is designed to:

1. Allow adults the opportunity to complete their high school diploma requirements outside of a classroom setting,
2. Enable students to meet individually with a certificated teacher at least once a week to determine appropriate course work, review all assigned work, and take appropriate tests.

## **Attendance Policy**

**Regular attendance is required and mandatory for student success.**

An individual attendance agreement will be developed with each student upon enrollment. Be sure you can follow through with the agreement before committing to the agreement. Students should plan carefully to schedule personal appointments around their school schedule.

In addition to the attendance agreement, students are expected to produce a minimum amount of work each week. This minimum amount is twelve (12) hours of productive work.

Productive work = passing grades and progress through the curriculum.

Twelve (12) hours of productive work = 1 credit.

Students will be dropped from the program who violate their weekly attendance agreement and/or fail to produce the minimum amount of weekly productive work three (3) times per semester.

**Students who are dropped may apply for re-enrollment the following semester.**

## GRADUATION REQUIREMENTS:

### El Dorado County Office of Education **Adult Education Graduation Requirements**

EDCOE offers relevant pathways towards an Adult Education high school diploma for all students 18 years and beyond. Through an individualized program, our graduates will demonstrate a readiness to be contributing members of society. Below are the graduation requirements for the Adult Education program.

<b>Graduate Expectation</b>	<b>EDCOE Requirements</b>	<b>Credit Requirements</b>
Construct and interpret the English language in a variety of situations and texts	English	30 credits
Analyze problems and the role of citizens using perspectives that reflect the differences among cultures and peoples	World History U.S. History Civics Economics	10 credits 10 credits 5 credits 5 credits
Use a variety of mathematical methods and appropriate technology to solve problems and function confidently in a mathematically sophisticated world	Mathematics (Must include algebra or algebraic thinking)	20 credits
Understand and apply scientific and technology concepts to explain and demonstrate an understanding of the world	Physical Science Life Science	10 credits 10 credits
Understand and communicate in at least one language in addition to English including Digital Literacy	Foreign Language	10 credits (Fine Arts and/or Foreign Language)
Demonstrate an understanding of cultural and aesthetic differences in a variety of art forms	Fine Arts	
Demonstrate an understanding of the relationship between nutrition, physical activity, and mental health in determining healthy life choices, including Financial Literacy and Digital Literacy.	Life Skills	20 credits
	<b>Total =</b>	<b>130 credits</b>

\*\*The UC and CSU systems have established a uniform minimum set of courses required for admission as a freshman. The UC maintains a public "a-g" course list that provides complete information about the high school courses approved for admission to the university. <https://hs-articulation.ucop.edu/agcourselist>

## **PACING STUDENT WORK**

Students are required to study and work productively a minimum of 12 hours each week and should complete 5 credits in approximately four weeks. Attendance is recorded daily and is based on completed study hours. Students who do not meet the weekly study hour requirement may be dropped from the program.

## **CHALLENGING COURSES**

Charter Adult Education makes high school challenge tests available in order to help students make the best use of their time in high school. Students may challenge a specific course only once and may not use a challenge test to make up a course that they have failed. Students must score at 80% or above for a successful challenge. If the challenge test is not passed no letter grade or credit for the challenge test will be reflected on the student's transcript. Students will be awarded a "Pass" of a letter grade if the challenge test is passed. Students may not use challenged courses to meet college entrance requirements. University policy prohibits this practice.

\*\*The UC and CSU systems have established a uniform minimum set of courses required for admission as a freshman. The UC maintains a public "a-g" course list that provides complete information about the high school courses approved for admission to the university. <https://hs-articulation.ucop.edu/agcourselist>

## **EVALUATION OF OFFICIAL TRANSCRIPTS**

Credits must be transferred to the transcript evaluation form as they are coded on the official transcript. Any questionable grades or credits must be referred to the registrar at the former school where the credits were issued, and a course catalog requested if one is available. If this is not possible, the matter must be directed to the CAE principal or official designee.

### **\*How do I get my official transcripts?**

Contact the last high school you attended and ask for a certified copy of your transcript. Please bring the sealed copy of your transcript with you to your enrollment appointment. A digital copy is also acceptable if emailed from the school to [aetranscripts@edcoe.org](mailto:aetranscripts@edcoe.org).

# High School Equivalency Study Program (HSE)

## **CASAS Score: 239 or higher required**

Charter Adult Education offers preparation for students to finish their high school education by preparing to take a high school equivalency test (GED or HiSet). Computer based skill review is supported by one-on-one or small group instruction. Teachers help students review for the Math, Science, English, and Social Science equivalency tests in a supportive environment. Goal setting, skill building, as well as college and career planning are incorporated into this class.

## **Attendance Policy**

**Regular attendance is required and mandatory for student success.**

An individual attendance agreement will be developed with each student upon enrollment. Be sure you can follow through with the agreement before committing to the agreement. Students should plan carefully to schedule personal appointments around their school schedule.

In addition to the attendance agreement, students are expected to produce a minimum amount of work each week. This minimum amount is twelve (12) hours of productive work. Productive work = passing grades and progress through the curriculum.

Students will be dropped from the program who violate their weekly attendance agreement and/or fail to produce the minimum amount of weekly productive work three (3) times per semester.

**Students who are dropped may apply for re-enrollment the following semester.**

## English Language Learning (ESL)

ESL classes at Charter Adult Education are 18 weeks long and cover the skills of speaking, listening, reading and writing in English, as well as mathematics and skills for daily life in the United States. The classes are designed to help students gain life and employment skills, progress to career or academic programs, and become actively engaged in their communities.

### **Attendance Policy**

**Regular attendance is required and mandatory for student success.**

**Students will be dropped from the program who miss 3 classes.**

**Students who are dropped may apply for re-enrollment the following semester.**

# Individual Course Options

## Financial Literacy:

Teaches money management knowledge and skills.

Topics include: *Budgeting Your Money, Banks & Credit Unions, Credit & Getting Loans, and Paying Off Your Debt*

## Digital Literacy

Teknimedia offers a comprehensive series of courses that teach the essential computer concepts and skills needed in today's digital world. It offers the finest in multimedia, interactive instruction to make learning fast, easy and effective.

## Career Exploration and Aptitudes

Discover your natural abilities and the careers that connect with them through YouScience.

## Precision Exams

Explore certifications within all 16 national career clusters and 21st Century Workforce skills

## Northern California Construction Training, Inc. (NCCT)

is a building trade's pre-apprenticeship program. Our primary goal is preparation and placement. We provide tools, as well as adult basic education at no cost to the student.

<https://ncct.ws/>

## Para-Educator Academy (Instructional Assistant)

Para-Educator Academy classes at Charter Adult Education are 8 weeks long. The program is designed to help participants obtain employment as a Para-Educator, whose function will be to assist the general education or specialist teacher in instruction by performing prescriptive tutoring as well as non-instructional classroom tasks.

## Medical Assistant Program

EDCOE is partnered with Marshal Medical Center to provide a Medical Assistant program that will prepare students with sufficient theoretical knowledge and hands-on skills to qualify for an entry-level position as a medical assistant in a hospital, clinic, or physician's office. Upon satisfactory program completion, students are awarded a certificate. The graduate will also be qualified to take the CMA exam for state certification. **This is a fee-based program and the amount can be found included on the registration page.**

# Student Technology Use Agreement & Chromebook Policy

The use of technology such as school computers is for educational purposes only. The district will provide reasonable supervision of students accessing its technology and attempt to do what is technologically reasonable with filtering software to prevent students from obtaining access to harmful matter as defined by state and federal law. Students using the district's internet access and technology resources will use a district assigned email account to access devices owned by the school. **Students on school devices shall have no right of privacy in their use of those systems.** Staff may monitor or examine all system activities a student takes part in to ensure proper use of the system. **Students who fail to abide by district policies and guidelines may be subject to removal from the program, revocation or their privilege to use the systems, or other action, as appropriate.**