

## **ADULT/COMMUNITY EDUCATION**

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### Adult Education

The Board may establish and maintain a program of adult education and may utilize any of its school facilities for accomplishing the legitimate educational purposes of serving the vocational, avocational, cultural, and aesthetic interests of the community.

“Adult Education” refers to the school program and courses which are offered outside of the regular school day, and not as an integral part of the regular school programs. The program shall be controlled by the Board and shall be administered in the same general fashion as other parts of the educational program. The extent of the program shall be determined by a balance among individual and community needs and the willingness of residents to provide for the program through individual fees. No continuing curriculum shall be fixed but activities shall be designed to meet the needs and wishes of individuals and of the community.

The Board will also maintain a program of instruction in English language and in government and laws for the benefit of foreign-born residents of the district.

In order to support a program of adult education and education for the foreign born, the Board may employ staff, use school facilities as required, and provide necessary custodial services. All professional staff members so employed shall possess valid New Jersey teaching certificates.

The chief school administrator is directed to seek out and utilize such federal, state, and private sources of revenue as may be appropriate for the financial support of the adult education program.

### Adult High School

The Board may establish an adult evening high school for district residents 18 years of age or over. The Board may adopt graduation requirements equivalent to those of the day school that shall include passing statewide assessment tests. English language learner (ELL) students may satisfy a special review assessment in lieu of passing the New Jersey Department of Education approved statewide proficiency assessment. All courses shall be adopted by the Board and shall include standards of proficiency.

The Board shall annually adopt at a public meeting policies that provide for the awarding of credit for the adult high school program, if warranted and a program is developed.

### Community Education

#### Administration and Governance

The program shall be administered by the superintendent through the director of adult education. A committee of local residents shall be appointed by the director to advise in the planning, development and evaluation of the program. At least four members shall be appointed each year. Authority over the program shall rest with the Board. The director shall file an annual review and report with the New Jersey Bureau of Adult and Continuing Education. Policies for the program shall be developed by the Board with the advice of the superintendent and the director of adult education with the advice of the adult education advisory committee.

The Board may establish an adult evening high school for district residents at least 16 years of age or over and no longer enrolled in the school. The Board shall adopt graduation requirements equivalent to those of the day school that shall include passing statewide assessment tests.

Requests from emancipated minors to participate in the adult high school program shall be accompanied by a certificate of consent to participate signed by a judge appointed in the State of New Jersey.

## ADULT/COMMUNITY EDUCATION

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Requests from persons 16 or 17 years of age domiciled in a natural or foster home to participate in the adult high school program shall be accompanied by a certificate of consent to participate signed by a parent, guardian, probation or parole officer, State rehabilitation counselor, or a judge.

Requests from persons 16 or 17 years of age who are domiciled in a State, county, or municipal institution, or in a residential program, to participate in the adult high school program shall be accompanied by a certificate of consent to participate signed by either a parent or guardian, or a surrogate parent when neither is available.

The Board shall ensure that the rights of a youth are protected through the provision of a surrogate parent who shall assume all parental rights, when either:

- A. The parent(s) cannot be located after reasonable efforts; or
- B. The youth is a ward of the State of New Jersey.

The chief school administrator or his or her designee shall establish a method for selecting and training surrogate parents. The person serving as surrogate shall have no interest that conflicts with the youth he or she represents and shall have the knowledge and skills to ensure adequate representation of the youth.

### Financial Support and Fees

The adult education program shall be supported by a combination of registration and materials fees and state and federal aid. State aid shall be requested where applicable for courses offered. The proportion of the cost of the total program which each individual course must provide shall be decided by the director of adult education.

Fees for any course shall be refunded on request at any time before the first class meeting of that course. No other refunds shall be made except in those cases resulting from circumstances which are beyond the control of the registrant and in which a refund appears to be equitable.

An annual end-of-the-year financial report shall be submitted by the director to the superintendent and Board of Education for review.

### Personnel and Physical Facilities

The adult education director shall appoint adult education instructors with the approval of the superintendent. A salary schedule shall be approved by the Board of Education. Adult education teachers will not be placed on probationary status or receive fringe benefits.

All physical facilities of the school system shall be available for use in the adult education program when they are not scheduled for regular school or other approved activities. Activities shall not be limited to those which can be conducted in school buildings, but may be conducted at other places or with other facilities within or outside the school district with the prior approval of the director

### Basic Requirements for Courses, Registration and Scheduling

A course may be given only under the following conditions:

- with the approval of the director of adult education;
- when the number of interested adults is sufficient to form a class of proper size;
- when adequate facilities and appropriate supervision can be made available under the director of adult education.

Any adult may register for any course(s) upon payment of established registration and materials fees. Persons below the age of 18 may register for courses under rules established by the director with advice of the advisory committee.

**ADULT/COMMUNITY EDUCATION**

The times of day, month or year at which classes are scheduled, the length of each class session, the number of sessions held each week, and the total number of sessions in each course need not be uniform for all courses. All such matters shall be established and supervised by the director of adult education.

- Legal References:**
- N.J.S.A. 18A:7C-8 Adult high school programs; diplomas
  - N.J.S.A. 18A:7F-47 Total stabilization aid per district, limit to increase
  - N.J.S.A. 18A:7F-58 Adjustment aid; educational adequacy aid
  - N.J.S.A. 18A:11-1 General mandatory powers and duties
  - N.J.S.A. 18A:48-1 et seq. Public Evening Schools
  - N.J.S.A. 18A:50-1 et seq. Adult Education
  - N.J.A.C. 6:30-1.1 et seq. Adult Education Programs
  - See particularly:
  - N.J.A.C. 6:30-2.1, -3.3, -3.6, -3.7, -3.8
  - N.J.A.C. 6A:8-1.1 et seq. Standards and Assessment
  - See particularly:
  - N.J.A.C. 6A:8-5.1(a)5 and 6
  - N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School Districts

\*\*Monitored/mandated only if the board has an adult high school.

**Possible**

- Cross References:**
- 3240 Tuition income
  - \*3250 Income from fees, fines, charges
  - \*4112.2 Certification
  - 4141 Salary guides
  - \*5111 Admission
  - \*5124 Reporting to parents/guardians
  - \*5127 Commencement activities
  - \*5131 Conduct/discipline
  - \*6142 Subject fields
  - 6174 Summer school

\* Indicates policy is included in the Critical Policy Reference Manual

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