



# Long Valley Charter School

*Imagine-Achieve-Inspire*

## Adult Education

Approved by: Board of Directors

Date: May 8, 2016

Number: 3009

**Purpose:** For those who qualify, a High School Diploma can be earned through Long Valley Charter School Adult Education.

Don't let the lack of a High School Diploma keep you from the jobs you want!

**Definitions:** Meeting with a teacher weekly and completing the assignments at home.

Note: Independent Study is a continuously voluntary student education option.

### **Procedures:**

#### **Registration**

The process begins with scheduling an appointment. Students are required to complete a registration form, meet with the intake counselor and take an assessment to identify reading and mathematics levels. **NOTE: transcript must be included to register in our program.**

Registration is on a first-come basis until the seats are filled. A waiting list will be maintained for requests beyond available seats.

#### **Attendance**

To receive credit in an Adult Education class, a student must attend weekly sessions regularly, exhibit good conduct, and complete all required work. Individual students may be dis-enrolled due to lack of attendance. Two consecutive absences will result in being dis-enrolled from the program.

#### **Computer Use Agreement**

Students enrolling in any LVCS course must comply with the Computer/Network Acceptable Use Agreement. This form will be signed upon intake. Students needing a device to complete online based courses may be loaned a chromebook for the purpose of course completion only. Access to the internet will be the responsibility of the student.

#### **Who may attend?**

The program is available to adults 18 years or older not currently enrolled in a high school program.

#### **Student Conduct**

All adult students are required to follow appropriate student conduct as prescribed in the LVCS Student Handbook. Students may be dis-enrolled for violations. Additionally, adult education students are not permitted to attend the learning during regular K-12 hours.

## **Children in Class**

**Children are not permitted** in Adult Education classes/meetings. Students must make off-campus child care arrangements.

## **Weapons**

No weapons of any type are permitted on or near any Adult Education learning centers.

## **Tobacco**

All LVC schools are tobacco free zones. Smoking is prohibited on or near any LVCS learning centers.

## **Food and Drinks**

No food will be allowed in class and only drinks in approved close-topped containers will be allowed.

## **Lost Items**

Adult Ed will not be responsible for any lost or stolen items, or any items left behind.

## **Credits**

Credits earned apply to LVCS diploma requirements and may be transferable to other agencies.

## **Diploma Requirements:**

<b>LVCS Adult Education Requirements</b>	
<b>Subject</b>	<b>Credits</b>
English	<b>30</b>
Mathematics (including Algebra)	<b>20</b>
Science (including biological and physical)	<b>20</b>
Social Studies (including US History, World History, US Government, Economics)	<b>30</b>
Physical Education	<b>20</b>
Visual/Performing Arts or Foreign Language or CTE	<b>10</b>
Career Planning	<b>5</b>
Financial Literacy	<b>5</b>
Electives	<b>40</b>
<b>Total</b>	<b>180</b>

## **Curriculum**

LVCS utilizes curriculum and instructional methodologies adopted by the Governing Board.

## **Nondiscrimination Policy**

LVCS Adult Education is committed to equal opportunity for all individuals in education. LVCS programs and activities shall be free from discrimination based on gender, race, color, religion, ancestry, national origin, ethnic group, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. Adult Education shall promote programs which ensure that discriminatory practices are eliminated.

## **Uniform Complaint Procedures/Public Complaints**

It is the goal of the LVCS Adult Education to ensure compliance with applicable State and Federal laws and regulations. The District monitors compliance and provisions outlined in the uniform complaint process. Any complaints or allegations regarding noncompliance and applicable State and Federal laws should be submitted in writing to the main office<sup>4</sup> at P.O. Box 7, Doyle, CA 96109.

Adopted: 5/8/16