



# NEBO SCHOOL DISTRICT BOARD OF EDUCATION POLICIES AND PROCEDURES

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**SECTION:** I – Instruction  
**POLICY TITLE:** Adult Education Programs  
**FILE NO.:** IGEB  
**DATED:** April 10, 2024

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### **1. PURPOSE AND PHILOSOPHY**

- 1.1. The Board of Education authorizes the administration of an adult education program consistent with this policy. The Superintendent may delegate responsibilities under this policy to an adult education program administrator (Program Administrator).
- 1.2. The mission of adult education in Nebo School District is to deliver transformative, learner-centered, high-quality, evidence-based education that fosters sustainable employment and personal success. Aligned with the intent of adult education in the state of Utah, Nebo School District programs are designed to be intense and rigorous, ensuring educational success that paves the way for post-secondary and career opportunities. This is achieved through individualized instruction tailored to each student's academic, social, and emotional functioning level.
- 1.3. Adult education is authorized and guided by [UTAH CODE ANN. §§ 53E-10-2](#) and [53F-2-401](#), [UTAH ADMIN. CODE §§ R277-702](#) and [R277-733](#), and the [Utah State Board of Education Adult Education Policies and Procedures \(USBE Procedures\)](#).

### **2. ELIGIBILITY**

- 2.1. The State of Utah uses the definition of “adult education” in the federal [Adult Education and Family Literacy Act \(AEFLA\)](#) for determining who is eligible for adult education services:

The term “adult education” means services or instruction below the postsecondary level for individuals: (A) who have attained sixteen (16) years of age; (B) who are not enrolled or required to be enrolled in secondary school under state law; and (C) who -- (i) lack sufficient mastery of basic educational skills to enable the individuals to function effectively in society; (ii) do not have a secondary school diploma or its recognized equivalent, and have not achieved an equivalent level of education; or (iii) are unable to speak, read, or write the English language.

- 2.2. Under the [USBE Procedures](#), an individual eligible to receive adult education services:

- 2.2.1. Is sixteen years of age or older;
  - 2.2.1.1. Students between the ages of 16 and 18 whose class hasn't graduated must complete the HSE Candidate and Adult Education Eligibility Form;
  - 2.2.1.2. If a Utah resident is adjudicated or married, the student is treated as if he/she were 18 years of age. A student who self-reports adjudication or marriage must provide legal documentation of such.
- 2.2.2. Is not enrolled or required to be enrolled in secondary school under State law;
- 2.2.3. Is a resident of Utah or a border community; and
- 2.2.4. Meets one of the following criteria:
  - 2.2.4.1. Is basic skills deficient;
  - 2.2.4.2. Does not have a secondary school diploma or its recognized equivalent, and has not achieved an equivalent level of education; or
  - 2.2.4.3. Is an English learner.

### **3. STUDENT INTAKE**

- 3.1. All adult education students must complete an intake process as directed by the Program Administrator. The Program Administrator must ensure that the intake process is documented for each student. Documentation may include a written plan. A written plan should accomplish the following.
  - 3.1.1. Identify the student's skills and objectives upon entry into the program. Such identification is based on academic assessment, prior academic achievement, work experience, and an established Entering Functioning Level (the student's lowest functioning level as measured by a standardized academic test scale score).
  - 3.1.2. Map a strategy to guide the student's course selection.
  - 3.1.3. Link a student to post-secondary options, including higher education and careers.
  - 3.1.4. Include the date by which the program will be completed. The completion date should be tailored to the student's abilities, needs, and individual circumstances but should not exceed four (4) years.

### **4. PROGRAMS**

The following adult education programs are offered in Nebo School District. Each student must be enrolled in one of these programs, and records must include the date by which the program will be completed.

#### **4.1. Adult Basic Education (ABE)**

ABE is a program of instruction below the ninth (9<sup>th</sup>) grade academic level for adults who lack competence in reading, writing, spelling, problem-solving, or computation at a level necessary to function in society, a job, or a family. This program does not generate credits towards an Adult Education Secondary Diploma.

#### **4.2. English Language Acquisition (ELA)**

English Language Acquisition is a program of instruction designed to assist English Language Learners (ELL) in becoming literate in the English language. English Language Acquisition curricula is less than a post-secondary level in reading, writing, listening, and speaking and may lead to an adult secondary education diploma or its equivalent and transitioning to post-secondary education and training, future employment, and personal success.

#### 4.3. Adult Secondary Education (ASE)

4.3.1. The Utah Adult Secondary Education program is a program of instruction that leads to an Adult Education Secondary Diploma. To earn the Adult Education Secondary Diploma, a student must complete the credit requirements established by the USBE in [UTAH ADMIN. CODE R277-700-6](#).

#### 4.4. General Educational Development (GED) Preparation

GED Preparation is a program providing instruction for students desiring to take the GED Test. The GED Test consists of four tests measuring student achievement in the areas of writing, mathematics, social studies, science, and reading. Students who pass all GED tests may be awarded a Utah High School Completion Diploma in accordance with [UTAH ADMIN. CODE, R277-702](#).

#### 4.5. Limited Post-Diploma Education

Upon completion of requirements for a Utah Adult Education Secondary Diploma or a Utah High School Completion Diploma, adult education students may only continue in an adult education program to become literate in the English language. Such continuing education is available only to English Language Learners.

### 5. STUDENTS WITH DISABILITIES

5.1. Consistent with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 and their implementing regulations, the District will not exclude qualified individuals from the adult education program on the basis of disability. The District will take appropriate steps to ensure that communications with adult education participants are as effective as communications with others. The District will take into account the needs of such persons in determining the aid, benefits, or services to be provided. Nebo School District Section 504 Forms may be utilized to protect against discrimination, but the same notice, consent, evaluation, and review procedures are not required for adult education students, except as provided in paragraph 5.2.

5.2. The Program Administrator shall regularly consult with the District's special education director or designee to ensure that any students in the adult education program who are eligible for special education and related services under [Nebo School District Policy JS, Special Education](#), are provided the services, accommodations, and safeguards required by the Individuals with Disabilities Education Act (IDEA), including the development and implementation of an individualized education program (IEP).

### 6. TUITION AND FEES

6.1. Tuition and fees may be charged for the above programs consistent with [Nebo School District Policy JN, Student Fees](#). Any charged tuition and fees shall be set and reviewed annually by the Board of Education. Tuition and fees for adult education programs may be subject to fee waiver at the discretion of the Program Administrator.

6.2. Eligible non-residents of the State of Utah shall be charged tuition at least equal to that charged nonresident students for similar classes at a local or nearby state college or university, unless waived in whole or in part by the Board of Education in an open meeting.

## 7. GRADUATION

- 7.1. The District will award an adult education secondary diploma to each adult education student who successfully completes the requirements established by the District within the time requirements for that completion. The diploma may not be changed to a traditional, high school-specific diploma.

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### **EXHIBITS**

NONE

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### **REFERENCES**

[Adult Education and Family Literacy Act, 20 USC §9201, et seq.; 34 C.F.R. § 463.1, et seq.](#)

[UTAH CODE ANN., § 53E-10-201, et seq.](#)

[UTAH ADMIN. CODE, R277-702](#)

[UTAH ADMIN. CODE, R277-705](#)

[UTAH ADMIN. CODE, R277-733](#)

[Nebo School District Policy JN, \*Student Fees\*](#)

[Utah Adult Education Policies and Procedures \(USBE, May 23, 2023\)](#)

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### **FORMS**

None

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### **HISTORY**

**Revised: 10 April 2024** – updated consistent with changes to USBE Adult Ed Procedures Manual; added provision for special ed services; removed prohibition against participation in graduation ceremonies; made technical changes.

**Adopted: 9 January 2013** – note that the date at the top of the 2013 policy incorrectly listed 2012, but the policy was adopted at a board meeting January 9, 2013.

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