



**LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN**

TITLE: Adult School Academic Course Options for Concurrently Enrolled Students

NUMBER: BUL-1758.0

ISSUER: Robert Collins
Chief Instructional Officer Secondary
Division of Instructional Services

DATE: May 31, 2005

ROUTING
Local District Superintendent
Local District Director
Secondary School Principal
Adult School Principal
APSCS
APSSS
Counselor
College Counselor
Adult School APASC

POLICY: The Division of Adult and Career Education and the Division of Instructional Services cooperate to provide options for eligible senior high school students who have received prior approval from their school counselor or designee and demonstrate a need for academic remediation or completion of high school credit deficiencies.

MAJOR CHANGES: This Bulletin replaces Bulletin No. M-5, titled Adult School Academic Course Options for Concurrently Enrolled Students, dated May 21, 2001. The information and forms have been revised to reflect current District policies and procedures. Changes reflected in this bulletin become effective with summer school/intersession courses and fall courses taken beginning July 2005 and thereafter.

GUIDELINES: The following guidelines apply.

I. INTRODUCTION

The purpose of this bulletin is to provide procedures for uniformly providing options for eligible senior high school students.

Pursuant to the California Education Code, youth attending the senior high schools of the District may be referred and enrolled concurrently in the adult schools of the District (E.C. 52500).

Senior high school students may be concurrently enrolled in adult education courses when they have a demonstrated need for academic remediation and/or completion of high school credit deficiencies.

Refer to Bulletin “Equivalent Academic Courses in Adult Education for Senior High School Diploma Credit”, dated May 31, 2005.



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II. OPTIONS FOR CONCURRENT ENROLLMENT

California State law recognizes the need to develop and encourage alternatives for senior high school youth, with a special focus on potential dropouts. A process is provided which allows participating students to benefit from combining a senior high school program with an adult education or employment preparation center program. The following guidelines apply to options for these students identified as concurrent students.

- A. Participating students may enroll in classes offered by both the senior high school and the adult school or employment preparation center, thereby expanding educational opportunities.
- B. Concurrently enrolled senior high school students enrolled in a Division of Adult and Career Education course must attend their home school for a full-required day.

III. ENROLLMENT AND ATTENDANCE

- A. Senior high school students must obtain approval from the senior high school counselor or administrative designee before enrolling in any adult school course.
- B. No senior high school counselor, or administrative designee, will enroll a concurrent student in the same adult education course and high school course simultaneously.
- C. No senior will be permitted to enroll in any adult education course immediately prior to graduation when there are fewer than 60 hours of scheduled instruction for the course left in the semester.
- D. All seniors who enroll during the last ten weeks of school will sign a statement wherein they acknowledge the necessity of completing all course requirements prior to credits being issued.
- E. In an adult education Individualized Instruction Lab, concurrent senior high school students must complete all assignments on any student learning contract under the direct supervision of the adult school instructor.
- F. Courses offered by the Division of Adult and Career Education are subject to the following state mandated limitations:



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Continuation school students may enroll only after the close of their normal school day (four consecutive hours). Continuation school students may not enroll in any course offered through Adult Independent Study.

Concurrent senior high school students may enroll during a normally scheduled summer or multi-track intersession. In an adult education Individualized Instruction Lab, a student learning contract is valid for one year from the starting date. (If a concurrent senior high school student enrolled in an adult school Individualized Instruction Lab is not able to complete the student learning contract during intersession, he/she must arrange to continue work on the student learning contract during the next semester after the normally scheduled high school day.)

- G. Seniors who have completed all senior high school graduation requirements during a four-hour day may take enrichment courses in adult education after completing the four-hour day.
- H. Concurrent senior high school students must receive a counseling session before enrolling in adult education classes. A counseling session is defined by the California Department of Education (“ADULT EDUCATION CONDITIONAL WAIVER AND AGREEMENT” January 20, 1995. Robert Agee, Acting Chief Deputy Superintendent, Administrative Service, California State Department of Education) as a face-to-face counseling session involving the pupil, the pupil’s parent or guardian and a counselor from the pupil’s home high school. A District may substitute a signature by the parent or guardian for an actual meeting if:
 - 1. The District documents that it has attempted to schedule a meeting that involves the parent, and the parent has not responded or has refused to participate; and
 - 2. The District then attempts to contact the parent by telephone to explain the reason that the District wishes to place the student in an adult education class; and
 - 3. The District maintains contemporaneous records of these actions for at least three years.
- I. Variance from these guidelines will require a written agreement between the senior high school principal or designee and the adult school principal or designee.



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IV. FUNDING IMPLICATIONS

- A. Cooperating high schools retain their normed District Teacher allocation.
- B. The District receives full apportionment credit for high school attendance.
- C. The Division of Adult and Career Education receives funding for senior high school students who are concurrently enrolled.

V. COURSES OFFERED

- A. Concurrent senior high school students may be referred on an individual basis for enrollment in adult education courses identified in Bulletin “Equivalent Academic Courses in Adult Education for Senior High School Diploma Credit”, dated May 31, 2005, for academic remediation or completion of senior high school credit deficiencies.
- B. All adult education courses are approved by the state and are listed in the Division of Adult and Career Education Catalog of Authorized Adult Courses. For a list of course equivalencies, see Bulletin “Equivalent Academic Courses in Adult Education for Senior High for Senior High School Diploma Credit”.
- C. All adult education classes are organized primarily for adults and use adult education course outlines. In an adult education Individualized Instruction Lab, concurrent senior high school students agree to complete work on student learning contracts using appropriate related curriculum materials.

VI. CREDIT

- A. The number of credits a concurrent senior high school student may attempt to earn during any semester or summer school/intersession will be determined by the student’s home senior high school counselor or administrator’s designee and must have that counselor’s or designee’s approval prior to enrollment. To ensure student success, a concurrent senior high school student should enroll in only one adult education course at a time.
- B. All credits are transferable between the Division of Adult and Career Education and the home senior high school provided that the course is



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listed in the Bulletin “Equivalent Academic Courses in Adult Education for Senior High School Diploma Credit” dated May 31, 2005, or the home senior high school has agreed in writing to accept a specific course as equivalent.

- C. Credits may be earned in adult academic courses through seat time, Adult Independent Study, or Individualized Instruction Lab modalities. (Adult Independent Study or Individualized Instruction Labs allow for open-entry/open-exit of students.)
- D. A concurrent senior high school student enrolled in an adult education Individualized Instruction Lab who has not completed a course by the end of a high school marking period will receive a mark of “I” (In Progress). Neither the name of the course nor the mark of “I” will be recorded on a student’s cumulative record or in the electronic transcript. When all work for the course is completed, a credit certificate indicating the mark and credit earned will be issued. In an adult education Individualized Instruction Lab, student learning contracts are valid for one year from the starting date.

VII. EQUIVALENCY TESTING

- A. The District does not permit equivalency testing by the Division of Adult and Career Education for concurrently enrolled senior high school students.
- B. The District does not permit administering Division of Adult and Career Education Challenge Tests to concurrently enrolled senior high school students. These tests are designed to reflect adult life experiences.

VIII. GRADUATION AND ISSUING OF DIPLOMAS

- A. Concurrently enrolled senior high school students will participate in graduation ceremonies at the senior high school rather than at the adult school.
- B. For eligible high-school-aged students not currently enrolled in a senior high school but attending classes offered by the Division of Adult and Career Education, the adult school principal and the senior high school principal will make the decision cooperatively as to which school will provide the diploma. Factors to be considered include, but are not limited to, student preference, number of credits earned in each school,



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age, and recency of attendance.

IX. LOCATION AND TIME OF OFFERINGS

- A. Academic classes open to concurrently enrolled senior high school students are offered at adult schools and employment preparation centers.
- B. Classes offered by the Division of Adult and Career Education are scheduled during morning, afternoon, late afternoon, evening and on Saturday. Concurrent senior high school students may be enrolled in any of the classes scheduled, provided that they concurrently attend a full-required day at their home senior high school.

X. PROGRAM REFERRAL PROCEDURES

- A. The home senior high school counselor or designee refers the senior high school student to the counselor at the adult school or employment preparation center. In granting approval for enrollment in adult high school courses, counselors should give careful consideration to student needs relative to the effect that the additional credit load will have on student welfare, motivation, and ability to complete educational objectives. To ensure student success, a concurrent senior high school student should enroll in only one adult education course at a time.
- B. It is the responsibility of the individual student to complete the Concurrent Student Enrollment Permit and obtain all required signatures. The concurrent senior high school student will submit the completed form to the Division of Adult and Career Education counseling office.

AUTHORITY This is a policy of the Board of Education.

RELATED RESOURCES: Refer to Bulletin “Equivalent Academic Courses in Adult Education for Senior High School Diploma Credit”, dated March 31, 2005.
Refer to the Guidelines for Instruction for Course Descriptions.



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ASSISTANCE: For assistance or further information please contact Bud Jacobs, Director High School Programs, at 213-241-6895.



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ATTACHMENT A

CONCURRENT STUDENT ENROLLMENT PERMIT

For Senior High School Students Attending Adult Schools or Employment Preparation Centers

1. **Student Information** New Student Continuing Student Male Female

Year Semester Trimester Fall Spring Winter Summer

Last Name _____ First Name _____ MI _____
 Address _____ City _____ Zip _____
 Telephone (____) _____ Birthdate ____ - ____ - ____ Age _____

I understand that attendance at a school for adults is an option that may be revoked by the Division of Adult and Career Education Principal should my attendance, class work, or conduct fall below standard. Enrollment in this class is voluntary.

Signature of Student _____ Date _____

2. Parent Information

Enrollment in adult education programs of persons under 18 years of age who are attending high school is a voluntary education option. Students must conform to adult standards of behavior and work achievement. Regular attendance and satisfactory progress are required if credit is to be granted. Parent/Guardian assumes responsibility for this student's attendance and behavior. When necessary, it is the responsibility of the parent/guardian to provide student transportation.

Father's/Guardian's Name _____ Work Phone _____

Mother's/Guardian's Name _____ Work Phone _____

TO THE PRINCIPAL: In case you are unable to reach me during an emergency, you are authorized to contact and, if necessary, release my child to any person(s) name below:

Name of Relative _____ Address _____ Phone _____

Name of Neighbor _____ Address _____ Phone _____

AUTHORIZATION FOR EMERGENCY MEDICAL TREATMENT

I, the undersigned legal custodian of _____, hereby authorize the principal or designee, into whose care the aforementioned minor pupil has been entrusted, to consent to any X-ray examination, anesthetic, medical or surgical diagnosis, treatment, and/or hospital care to be rendered to said minor upon the advise or any licenses physician and/or dentist.

It is understood that this authorization is given in advance of any required diagnosis, treatment, or hospital care and provides authority and power to the aforementioned agent(s) to give specific consent to any and all such diagnosis, treatment, or hospital care which a licensed physician or dentist deems necessary.

This authorization is given pursuant to the provisions of section 6910 of the California Family Code, and shall remain effective for the full school year unless revoked in writing and delivered to said agent(s). I understand that the Los Angeles Unified School District, its officers and employees assume no liability of any nature in relation to the transportation of the said minor. I further understand that all costs of paramedic transportation, hospitalization and any examination, x-rays, or treatment provided in relation to this authorization shall be borne by the legal custodian.

Doctor _____ Telephone Number _____ Hospital Plan _____ Group Number _____

Student is allergic to the following medication(s): _____

Medication(s) used: _____ Special medical needs: _____

Signature of Parent/Guardian _____ Date: _____



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3. Secondary – Home Senior High School Information

School Now Attending _____ Location Code _____ Grade _____

Address (only of out of District) _____ City _____ Zip Code _____

Name of High School Grade Counselor _____ Telephone Number _____ Fax Number _____

Indicate specific course requested (“Elective” is not a sufficient course title.):

1st Choice _____ Day _____ Time _____

2nd Choice _____ Day _____ Time _____

NOTE: For academic classes, five (5) credits will be granted after all course work has been completed with an 80% level of competency.

Reason for referral to adult school program:

Academic remediation Identified high school credit deficiencies Personal necessity for flexible scheduling

Documentation that a counseling session involving the student, a certified representative of the high school and the student’s parent/guardian has been conducted or attempted is on file. Enrollment in this class/program will enhance the student’s progress toward meeting the educational requirements for graduation from high school. The student and the parent/guardian are aware that enrollment in these classes is voluntary.

Date face-to-face counseling conducted or attempted _____ Date phone counseling conducted or attempted _____

E.C. 49079 File – “...Student who has caused or attempted to cause bodily injury...” For more information, see Deputy Superintendent, Operations Bulletin 38 (Rev) 1/3/94, “Mandated Reports of Certain Students Behavior.”

Not Applicable Applicable
(File exists and information is to be provided to the adult school counseling office)

Signature of High School Principal or Designee _____ Date _____

4. Adult School, Employment Preparation Center Information

Course Title and Number _____ Days _____ Hour (s) _____ Room _____

Date Started _____ Date Completed _____ Teacher _____

Grade _____

Principal or Designee