

## ADULT EDUCATION

Through its various programs and courses for adults, the Mt. Blue Regional School District - RSU 9 School Board seeks to provide a range of instructional services to help adults develop their skills for further educational opportunities, job training for-better employment, and to realize their full potential as productive workers, family members and citizens.

These programs are the responsibility of the Director of Franklin County Adult and Community Education. An Advisory Committee consisting of community members, former adult education students, and two board members will meet as necessary to review programs and course enrollments, to make recommendations on program and course changes, and to discuss the direction of the Adult and Community Education Program in RSU 9.

The following programs are offered through Adult and Community Education: literacy and adult basic education, high school completion, English language acquisition, Maine College and Career Access programming, career preparation and workforce training, and enrichment. Instruction is aligned with the adult learners' goals and focused on supporting their efforts to meet the College and Career Readiness Standards (CCRS) for Adult Education, which has been developed by the Office of Career-Technical and Adult Education adopted by the Maine Department of Education.

**The Literacy and Adult Basic Education Program** is provided for those 17 years of age and older who want to increase their literacy, numeracy and computer literacy skills up to a high school level.

**The High School Completion Program** provides an opportunity for adults to earn a high school diploma or a HiSET credential. All required high school credit courses are available through the Adult and Community Education program. If there are enough students for a class, one will be scheduled. Otherwise, tutorial arrangements are made. To be eligible, the student must:

- Be at least 17 years of age, and not currently enrolled in a high school program
- If under 17 years of age, apply for a special exception with the permission of a parent, the Director of Adult and Community Education, the Principal and the Superintendent.

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**High School Credit Recovery** provides enrolled high school students the opportunity to make-up high school credits they have lost due to failing a course required for graduation. The course(s) must be pre-approved by the Principal and the Director prior to starting the class. Full credit courses require a minimum of 45 hours of classroom instruction and half-credit courses require 25 hours of classroom instruction. A student must be 17 years of age and have no other way to make up the course. If a student is attempting to graduate early or take a class they have not failed, permission must be granted by the Principal and the Director. A minimum passing grade is an “80” and all work must be completed to earn credit.

**English Language Acquisition tutoring/courses** are provided as needed for adult community members who are learning English as an additional language.

**Maine College and Career Access courses/tutorials** are provided for community members who are planning to enroll in a post-secondary program or career preparation or workforce training program and will benefit from academic, career exploration, and college and career readiness supports.

**Workforce Training and Career Preparation Program** offers courses or training opportunities to any eligible person 17 years of age or older. The courses shall increase skills of community members in their current occupations or develop skills to assist them in seeking new careers. Career Preparation courses approved by the Director can be counted toward a high school completion diploma. Courses approved by the Director and High School principal may meet requirements for a high school diploma.

**General Enrichment courses** are offered to anyone 18 years of age or older and to anyone under 18 years of age with permission of the parent and the Director. These are skills or information courses addressing varying interests of community members. They can be counted toward a High School Completion requirement, if the course is approved by the Director as meeting a high school completion requirement.

As much as possible, adult programs shall be financially self-supporting, based on tuition, grants and subsidy. Tuition is free for High School Completion and Literacy/Adult Basic Skills/ English Language Acquisition Programs. Tuition for Workforce and Career Preparation courses is based on the local expense (after subsidy and grants) of course costs, such as instructor costs, texts, and other materials. Fees for

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general enrichment courses shall be established by the Director to make this program self-sustaining on an annual basis. If enrollment is insufficient for a workforce or general enrichment course, the director will consult with registered students and the instructor to determine whether to cancel the course or increase the fee. Registration to qualified applicants will be offered on a first-come, first-served basis. Tuition and fees collected in the operation of adult education programs will be accounted for in the normal records and reports of the district.

The Director is responsible for hiring all Adult and Community Education personnel subject to the approval of the Superintendent. The Director supervises all personnel. Continued employment is at the discretion of the Director and the Superintendent.

Legal Reference: 20-A MRSA § 8601 et seq.

Adopted: November 23, 2021