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Policies & Procedures

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Introduction

“Adult Education provides transformative, learner-centered, high-quality, evidence-based education that leads to sustainable employment and personal success. We assist adults to become literate and obtain the knowledge and skills necessary for employment and self-sufficiency while completing a secondary education.” (USBE)

We are here to help you with your educational and employment goals. We are proud partners with the American Job Center Network. We can help you find resources, here in our community, that will help you move forward towards meeting your educational or employment goals.

Our Mission

Millard Adult Education empowers adults who are ready to: continue their secondary education, build literacy skills, or learn the English language. We assist adults in acquiring the knowledge and competence that leads to further education, future employment, and personal success through student-focused instruction in a safe, caring, and collaborative learning environment.

We Believe That...

- Education is a key to future success.
- Every person is unique and valued.
- Everyone can and will learn.
- People learn in different ways and at varied paces.
- Challenging people to meet high expectations leads to exceptional results.

Student Learning Outcomes

Our goal is for students to experience personal growth and development as they become life-long learners with the literacy skills necessary to function successfully in their adult roles within the community and the world. We desire students to achieve either a high school diploma or GED in order to pursue post-secondary education or training as well as for career preparation and enhancement.

Millard Adult Education follows the Millard School District yearly calendar.

Hours of Instruction

Tuesday & Wednesday - 2:30 PM - 6:00 PM

Monday, Thursday & Friday - By Appointment

Orientation: By appointment

Eligibility

1. 16 years of age or older
2. Not enrolled or required to enroll in secondary school under state law;
3. Is a resident of Utah or a border community with proof of residency;
4. Meets one of the following criteria:
 - a. Is basic skills deficient
 - b. Does not have a secondary school diploma or its equivalent, or has not achieved an equivalent level of education (below 9th grade level)
 - c. Is an English language learner
5. Students who are dual-enrolled in a K-12 program, living in a residential facility, or incarcerated do not need proof of residency.
6. Out of school youth must have a parent or legal guardian who is a resident of Utah or provide proof of residency themselves.
7. Adult education programs are open to all individuals regardless of race, color, nation of origin, sex, disabilities, and/or any other legally protected status.

GED Eligibility

1. Any adult not currently holding a secondary diploma, including non-residents
2. Any 17-18 year-old whose class has graduated
3. Any 16-18 year-old whose class has not graduated and who submits a completed HSE Candidate and Adult Education Eligibility Form

Services

Adult Secondary Education - Credit Based Diploma

Instruction in academic credit classes that meet Utah High School Core requirements. (online/virtual, individual and classroom instruction)

Learning Outcome: Students will earn a Utah Adult Secondary Diploma

Edgenuity® Courses

Students can earn credits by completing assigned courses on our web-based *Edgenuity*® program.

Canvas Courses

Students can earn credits by completing courses provided by Adult Education's Canvas account.

In-Person Teacher Taught Courses

Students can earn credits by attending class regularly, completing classroom assignments (based on USBE Core Standards), and passing necessary quizzes and assessments.

Directed Studies

Students may complete assigned chapters from approved textbooks and pass chapter assessments, quizzes, and unit assessments with a 70% passing rate. Students may also complete paper packets with instructor approval. Students must complete 100% of the packet and pass the end of packet assessment with an 80% passing rate.

P.E. Activity Logs

For every 36 hours of documented participation in an approved activity, 0.25 credit may be earned.

Work Experience

Students may receive up to 4.0 credits towards their elective/CTE requirements by bringing in proof of paid work experience.

Demonstrated Competency

Students may earn credits upon completion of Demonstrated Competency requirements. Because Demonstrated Competency is extremely individualized, this coursework must be discussed with and approved by the administrative team.

GED Preparation

Assistance in developing required skills to pass the GED tests (Reasoning Through Language Arts, Mathematical Reasoning, Social Studies, and Science)

Learning Outcome: Students will pass all four General Education Development Tests

Our program is a GED Test Prep Center, and can provide study and practice opportunities to prepare for the tests.

The GED® test is a four-subject high school equivalency test that measures skills required by high schools and requested by colleges and employers.

The four subjects are:

- Mathematical Reasoning
- Reasoning Through Language Arts
- Science
- Social Studies

The closest testing site is USU Eastern. The test is computer delivered, and registration and payment is completed online at <https://www.ged.com>.

GED students will be directed to the Learning Express Library to build skills, improve math and reading skills, take practice tests, etc.

Castle Gate Education Center will assist each student with individualized instruction according to data collected through the GED Ready Test. This test will determine the student's readiness for each of the four GED tests.

English Language Acquisition

Designed to help English Language Learners achieve competency in reading, writing, speaking, and comprehension of the English language.

Learning Outcome: Students will practice and learn the English language to pursue secondary instruction, work experience, or to reach personal goals.

Instruction in the English language is aligned with the English Language Proficiency Standards for Adult Education and addresses reading, writing, speaking and listening skills.

Students are provided appropriate curriculum materials to help them advance their skills until the exit the ELA levels as established by the NRS. Students may

then continue with high school completion, GED preparation, or post secondary employment skills with our partner agencies.

Students may also prepare for US Citizenship through the [Learning Express Library](#) and government/civics courses.

Adult Basic Skills

Services for adults who lack high school level skills to improve reading, writing, and mathematics skills

Learning Outcome: Students will learn everyday reading and mathematical skills to improve their social/consumer abilities.

Instruction in Adult Basic Skills is aligned with the Adult Education College and Career Readiness Standards and incorporates the essential components of reading instruction, (phonemic awareness, phonics, vocabulary development, reading fluency, and reading comprehension), basic grammar, introduction to writing, and basic mathematical skills.

Students receive instruction based on their individual needs/goals.

General Policies/Procedures

Millard Adult Education partners with Vocational Rehabilitation, Workforce Services, The American Job Center Network, Adult Probation and Parole, and other local and educational agencies. Millard Adult Education maintains separate specific policies and procedures for youth (ages 16-18 whose class has not graduated) and adults (18+ whose class has graduated).

Students must provide proof of Utah residency upon registration.

FEES: Currently there are no fees for Adult Education

Assessments: Students are pretested and post tested regularly (every 50 hours) to document educational progress (CASAS). Students scoring ABE 1 or 2 on the CASAS will be required to complete remediation prior to completing ELA and Secondary Math courses.

Orientation: All students and parents of students under the age of 18 must attend an orientation meeting each August and re-enroll in the program. Students will participate in **Keys To Success Career Survey** upon registration.

Enrollment: Students must attend in-person 12 hours prior to complete enrollment. The 12 hours must be completed within the first two weeks after paperwork is completed. If the 12 hours is not completed, the student will not be enrolled in Millard Adult Education.

Separation: Students will be separated from the program for the following reasons:

- Behavior (ex. Code of Conduct violations)
- Attendance: individual basis and/or student contract
- Lack of contact with staff and administration

Students who fail to complete registration or who are separated from the program are welcome to enroll again at the next regularly scheduled enrollment period.

Specific Policies/Procedures

Adults

Students enrolling at Millard Adult Education who are over the age of 18, whose class has already graduated are considered to be Adult Enrollees. The following policies/procedures are specific for this population.

- Open Enrollment: By appointment
- Students must bring proof of Utah residency and previous high school location information
- Students must attend an orientation session prior to beginning classwork
- Students must sign a Code of Conduct agreement
- Students must sign an Acceptable Use Policy (district internet contract)
- Students must sign the Chromebook use policy
- Students must complete the CASAS reading and math assessments upon enrollment
- Students must complete 12 hours - in person - before enrollment is complete

Consistent communication will provide for a better school experience.

Specific Policies/Procedures

16-18 year-old Youth

Students enrolling at Millard Adult Education (MAE) who are between the ages of 16 - 18, whose class has not graduated are considered to be Youth Enrollees. The following policies/procedures are specific for this population.

- Students may enroll at MAE **by appointment** or on Tuesday and Wednesdays 2:30 PM to 6:00 PM
- A parent must be in attendance at the enrollment session.
- Students must bring previous high school location information
- Students and parents must attend an orientation session prior to beginning classwork
- Forms requiring student and parent signatures:
 - High School Equivalency (HSE) form - school counselor signature needed
 - Attendance/progress contract
 - Code of Conduct
 - Acceptable Use Policy
 - Chromebook Use Contract
- Two Enrollment Options
 - Students who choose to be Dual Enrolled with either Delta or Millard High School:
 - Maintain attendance in both schools
 - Students need parent excuse notes for attendance
 - Keep a full time school schedule
 - Attend classes in both schools (optional)
 - Participate in Carbon sports - when eligibility is met
 - Keep transportation and food service
 - Credit will be recorded in both schools
 - Students who choose the Student/Attendance Contract:
 - In-person:
 - Students will attend a minimum of 4 days per week
 - Students will attend a minimum of 3 hours on days of attendance
 - Students will complete minimum of .25 credit course each 10 days
 - Violation of the contract will result in separation from the program
- Consistent communication will provide for a better school experience.

Academic Policies/Procedures

These policies pertain to specific courses, programs, or testing; grading, and awarded credit.

- Students may earn 1 credit in English Language Arts, Mathematics, Social Studies, or Science by passing that subject specific GED exam.
- NOTE: if a student takes and passes all four tests, a high school diploma is no longer available to the student.
- Students will be given 1 credit if the CASAS pre-test score is Level 6. (Math and/or ELA)
- Students may earn multiple credits through the demonstrated competency process as outlined. Discuss this option with Mrs. Bedont or Mrs. Higgs.
- Students will earn letter grades in Edgenuity and In-person Teacher Taught courses using the following grading scale
 - 100-93% A
 - 92-90% A-
 - 89-87% B+
 - 86-83 B
 - 82-80% B-
 - 79-77% C+
 - 76-73% C
 - 72-70% C-
 - 69-67% D+
 - 66-63% D
 - 62-60% D-
 - 59-0% F
- Edgenuity specific policies and procedures are provided to each student.
- When an In-person Teacher Taught class is available, the class will offer credit recovery only.
- If a student does not complete the requirements for an In-Person class, the failing grade will remain on the student's transcript.
- All assessments must be taken at the school building or proctored online by staff.