



Section: PROGRAMS
Title: ADULT EDUCATION
Adopted: September 17, 1996
Revised: May 15, 2007

	125. ADULT EDUCATION	
1. Purpose	The Joint Operating Committee recognizes the continuing interests of adult members of the community in educational growth and advancement.	§ 502, 1901
2. Authority	<p>The Joint Operating Committee shall establish and maintain a program of adult education to provide instruction in vocational and technical education. Such program of studies shall be based on the educational needs of the persons eligible for admission and shall conform to the standards of the State Board of Education.</p> <p>The Joint Operating Committee will employ staff; utilize existing facilities and provide out-of-school facilities; provide custodial services; instructional and supplementary materials; counseling and guidance services; and administrative leadership; as required for the maintenance of the adult education program.</p> <p>The Joint Operating Committee authorizes the award of recognition for skills or accomplishments in accordance with State regulations.</p> <p>Admission to the adult education program shall be open to all adult residents of the Lebanon County Career and Technology Center attendance area and such adult residents of other districts as apply and whose admittance will not deprive a Lebanon County Career and Technology Center resident of admittance.</p>	§ 1904
3. Responsibility	<p>The Joint Operating Committee shall establish the tuition rate of each course offered in the adult education program.</p> <p>Salaries and/or the rate of pay for adult education staff members will be set by the Joint Operating Committee at the beginning of each year.</p> <p>The Assistant Director shall utilize appropriate staff members, invite the participation of represent-atives of the community, and assess the needs and resources of the community to develop a program of adult education.</p> <p>The Assistant Director shall prepare a calendar of adult school activities and develop and implement means for informing the public of adult school offerings.</p>	§ 1904
4. Guidelines – Evening Programs	The Assistant Director will plan and schedule the adult evening programs for each semester based on student interest, business and industry input or requests from the districts, local agencies and government.	

	125. ADULT EDUCATION	
<p>5. Guidelines – L.P.N.</p>	<p>The Supervisor of the Licensed Practical Nursing Program and/or Assistant Director shall prepare guidelines and a student handbook on an annual basis.</p>	<p>§ 1901 1903 1904 1905 1906 1923 § 5.17</p>
<p>6. Guidelines – Daytime Programs</p>	<p>The Assistant Director will prepare guidelines for daytime programs, excluding LPN, on an annual basis.</p> <p style="text-align: center;"><i>Refer to Staff Handbook for Adult Education Handbook</i></p>	