

# **Policy Manual**



**Adult Education Center**

**March, 2025**

**Revised:**

# **Adult Education Center Policies and Procedures**

## **Contents:**

- I. PREAMBLE**
- II. NOTICE OF STUDENT NONDISCRIMINATORY POLICY**
- III. BOARD MEMBERSHIP**
- IV. ADMINISTRATIVE AND TEACHING STAFF**
- V. BUDGET**
- VI. AEC POLICY MANUAL**
- VII. SCHOOL YEAR**
- VIII. GRADUATION REQUIREMENTS**
- IX. PERSONNEL**
- X. INSTRUCTION AND ASSESSMENT**
- XI. MATERIALS**
- XII. SAFE AND HEALTHY BUILDING**
- XIII. SCHOOL PERFORMANCE AND IMPROVEMENT**
- XIV. STUDENT ADMISSION**
- XV. STUDENT ATTENDANCE**

## **I. PREAMBLE**

The name of the corporation shall be Adult Education Center, Inc., doing business as AEC, and hereinafter referred to as AEC. The school board of directors, hereinafter referred to as “the Board”, shall manage the business, property, and affairs of the AEC. Membership in the Board is as defined in these Policies and Procedures.

### **Purpose:**

The purpose of the AEC shall be to provide high quality academic instruction which conforms with National Adult High School learning standards and age-appropriate practices so that the students may be prepared to move forward into a trade, college, or career.

**Mission:** To provide adults with pathways to academic and vocational success.

### **Beliefs:**

- Adult learners are entitled to high quality, standards-based instruction
- Adult learner instruction must be based on evidence-based practices focused on college and career readiness and advancement
- Collaborative community partnerships are essential to supporting adult learners
- Stronger families are a result of increased educational opportunities for family leaders, parents, and role models
- Intentional inclusion and equity is a critical component of adult learning programs
- Granting earned high school diplomas to adults will result in a stronger workforce in Nebraska

## **II. NOTICE OF STUDENT NONDISCRIMINATORY POLICY**

AEC admits students of any race, color, national or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at AEC. AEC does not discriminate on the basis of race, color, national or ethnic origin in admissions policies and other school administered programs. AEC students must be at least 21 years of age to enroll.

## **III. BOARD MEMBERSHIP**

### **Purpose of the Board:**

The Board shall establish policy for the successful operation of the school and provide oversight and governance, including fiscal policies and practices. Board members will serve as ambassadors of the Adult Education Center, educating the community and promoting AEC to support its mission and vision.

### **Major Responsibilities**

- Provide oversight, guidance, and policy adherence.
- Attend board meetings, serve as officers, and participate in committees.
- Review and approve the annual budget.

- Review board reports and give feedback.
- Advocate for AEC and promote its services in the community.
- Support AEC through contributions of time, expertise, and financial giving (no minimum required).

### **Length of Service**

The Board will consist of at least three (3) members and no more than eleven (11) members serving two-year terms as approved by the Board of Trustees. Board members can serve up to three, two-year terms as approved by the Board of Trustees.

### **Meetings**

- Board Meetings. Held quarterly on the second Tuesday of March, June, September and November at 1pm for 60 minutes. March and September meetings are at Goodwill Headquarters, while June and November meetings are virtual.
- Committee Meetings. Scheduled as needed.

### **Expectations**

- Meetings. Attend at least three of the four quarterly Board meetings each year.
- Engagement. Understand AEC operations and policies. Participate in Board Orientation.
- Development. Attend board training during meetings and complete the board assessment survey. Engage in other training as able.
- Expertise. Share professional knowledge with the leadership team when needed.
- Committees. Serve on committees as required by the bylaws.
- Events. Attend at least two AEC events per year, such as the golf outing, employee picnic, or graduation.
- Financial Support. An annual donation is encouraged but not required. Aim for 100% board participation at any level to support grant opportunities.
- Community Relations. Promote AEC, connect staff with speaking opportunities and identify potential partners.
- Support & Donors. Help recruit board members, donors, and supporters. Assist staff in outreach and introductions.
- Fundraising. Help solicit donations, arrange contributions, and support fundraising events.

The AEC Administrator is responsible to the Board for implementing policy and providing information relating to the daily operation of the school. The Administrator is to attend all meetings but is not counted in the quorum and does not have a vote.

## **IV: ADMINISTRATIVE AND TEACHING STAFF**

IV.1 All administrative and teaching staff shall be selected after careful consideration of their qualifications, certifications, and educational experience. Teachers may be appointed from one (1) to five (5) school sessions annually and serve under written contract specifying salary and other conditions (except as herein expressly provided) as the Board may determine from time to time.

IV.2 **The AEC uses only persons certified pursuant to 92 NAC 21 to teach.** The AEC Board authorizes the Director of Education (DOE) to recruit and recommend for employment the best qualified personnel to implement and fulfill the goals and mission of the AEC. When the DOE determines that a vacancy exists, they may solicit internal and external applicants by website posting, advertising or otherwise. A solicited applicant selected and recommended for employment must satisfy the standards set by the Board and/or the laws of the State of Nebraska. **Where required by law or deemed essential by the AEC and for purposes of accreditation, employees must be duly licensed and/or certified.**

IV.3 The AEC may make pre-employment inquiries into the ability of an applicant to perform job related functions. The AEC will make reasonable accommodations to the known physical or mental limitations of an otherwise qualified individual with a disability unless to do so would impose an undue hardship. Medical examinations will be required by the AEC if required by law or applicable regulation or if the inquiry comports with all applicable laws. Applicants will be notified that any job offer is contingent upon a post-offer search for criminal records of the candidate, where applicable a job fitness performance evaluation, and a review of such records/findings.

## V. BUDGET

V.1 All contracts of indebtedness shall be made by the Board with a two-thirds (2/3) vote of the entire Board at a duly constituted meeting to authorize or ratify the same. All Board members must be advised of any proposed contract of indebtedness two (2) weeks before the vote is taken.

V.2 The Administrator (Director of Education) shall collaborate with the Goodwill designee to prepare an annual budget for the coming school year. The Board shall approve the budget and recommend it for final approval during the Board meeting held in the fall. The budget shall be approved by a majority vote of those members present.

V.3 AEC shall be a non-profit organization for the sole purpose of providing a high school education for those adults who desire it.

## VI. AEC POLICY MANUAL

The Board establishes policies on behalf of the AEC and annually updates said policies based upon purposes and goals of the school. The Board then entrusts the implementation of its established policies and the day-to-day administrative decisions to the AEC Administrators. The purpose of the AEC Policy Manual is to meet the following outcomes:

VI.1 The AEC will maintain a learning environment in which students meet the requirements of specific subjects or grade levels as found in Nebraska Rule 14.

VI.2 Students will adhere to a written code of conduct demonstrating an understanding of basic principles of adult behavior.

VI.3 Teachers will instruct pupils in an atmosphere of mutual respect and purposeful activity. Instruction prepares adult learners to make decisions and take responsibility, with class attendance being of utmost importance.

VI.4 All students and teachers demonstrate accountability with common expectations of mutual respect.

VI.5 Ensure the right of all stakeholders to appropriate and effective services without discrimination on the basis of geography, political or socio-economic characteristics of the state or area represented.

VI.6 Respect the confidentiality of sensitive information known and related to staff and students.

VI.7 Through collaboration and cooperation respect the diversity of opinions expressed with or between students, staff and other stakeholders.

## **VII: SCHOOL YEAR**

The Administrator shall submit to the Board for their approval a yearly calendar incorporating a minimum of 1,080 hours of instruction for 10-12th grade adult students. The school year will be considered January 1 to December 31. The Administrator **MAY** cancel or adjust classes for inclement weather or other safety related issues.

VII.1 The calendar will consist of five (5) sessions lasting eight (8) weeks with an additional week added to each session in case of unforeseen situations that may require additional days, i.e.: inclement weather.

VII.2 Each credit-earning course takes place one (1) time per week, with direct instruction of 2.5 hours and an additional 2.5 hours of guided practice time. Online courses are limited to 20% of total course options, with the expectation of five (5) hours per week of direct interaction with instructional materials, independent practice, and progress assessments.

VII.3 Instruction in English, mathematics, science and social studies is provided each school year for all grades.

VII.4 The AEC program consists of 2.7 instructional units (IU) per class taught by certified teachers employed by the school, totalling a minimum of 202.5 IUs annually. Additional credits come through credit transfers from approved Nebraska high schools as well as cooperation with UNL online High School and the College of Saint Mary.

VII.5 Because of the likely "credit recovery" status of the majority of courses, the number of credits are increased 25% above the number of IUs.

VII.6 AEC graduates must complete 8 credits in Language Arts that could also include world language.

VII.7 AEC graduates must complete 6 credits in Social Sciences to include American Government or Citizenship

VII.8 AEC graduates must complete 6 credits in Mathematics to include Algebra Concepts and Personal Finance

VII.9 AEC graduates must complete 6 credits in Science to include Physical Science and Biology.

VII.10 AEC graduates must complete 8 credits in career and technical education. Computer education is also integrated within the instructional program.

VII.11 AEC graduates must complete 2 credits in personal health and physical fitness.

VII.12 AEC graduates must complete 1 credit in Visual and Performing Arts

**VIII: GRADUATION REQUIREMENTS** The AEC requires 225 credit hours for graduation.

VIII.1 Students must have attempted classes in a previous approved high school during their ninth grade year. Earned credits may be transferred to the AEC.

VIII.2 A minimum of 80 percent of credits must be from the core curriculum.

VIII.3 One unit of credit toward graduation is given for each Board-approved high school course that completes a minimum of 2.7 instructional units (IU). One IU is 15 hours of classroom instruction.

VIII.4 Students are allowed one absence per class in the case of an emergency. Any additional absences will require the student to retake the course or another course that will fulfill graduation requirements.

VIII.5 A graduation ceremony is held 2 two times annually, in May and December. Students who have completed all course/credit requirements, as well as students who will complete requirements in the next scheduled session, will be invited to participate. Students will not receive their diploma until the completion of all course/credit requirements.

**IX: PERSONNEL**

The AEC Administrator must submit each school year a Fall personnel report as required by the Nebraska Department of Education.

IX.1 Teacher evaluation: Teachers will be formally evaluated in a teaching situation by the Administrator at least once a year. A written evaluation will include instructional performance, classroom organization and management, and personal and professional conduct. Areas of deficiencies will be notated and suggestions for correction will be given during a teacher conference as well as in writing. Teachers have the opportunity to respond in writing to the evaluation. Supervisory visits occur regularly throughout the year.

IX.2 Teachers are to observe the chain-of-command Board-Administrator - Principal-Teacher-Student.

IX.3 Outside employment should not interfere with a teacher's AEC assignment, but if a conflict seems necessary, the teacher must contact the administrator to ensure coverage.

IX.4 The teacher should not discuss matters relating to an individual student in the presence of anyone except those in a professional capacity.

IX.5 Absence and Substitutes: Teachers who must be absent from school for any reason should notify the Administrator at least by the day before. Class register, lesson plans, substitute teacher folder, and materials must be on the teacher's desk for the use by the substitute. It is also helpful if the regular teacher can send in a note of further explanation.

IX.6 Compensation: Teachers are paid a stipend of \$1200.00 per class for each 8-week class that is completed in good standing.

IX.7 Each teacher participates in at least ten hours of staff development activities each year.

IX.8 A copy of the current teaching certificate is on file in the AEC's administrative office.

IX.9 The AEC has a head administrator who holds a Nebraska Administrative Certificate issued pursuant to 92 NAC 21 with an endorsement for serving as a superintendent issued pursuant to 92 NAC 24.

IX.10 The ratio of pupils to certified staff members does not exceed 15.

## **X: INSTRUCTION AND ASSESSMENT**

Written guides for each core curriculum area including written comprehension, library and guidance are updated yearly. Each teacher shall update syllabi annually for the courses they teach. Revisions are turned in to the Administrator's office for inclusion in the AEC Course Guide.

X.1: The purpose of the instructional program shall be to provide high quality academic and character instruction which conforms with National Adult High School learning standards and age-appropriate practices so that the students may be prepared to move forward into a trade, college, or career.

X.2 Syllabi and course content will address NEDP Standards for Adult Learners. Employees of AEC will not use copyrighted information without proper authorization.

X.3 Students are given a normed-referenced reading assessment upon entry into the program, and again the month prior to their graduation and program exit.

X.4 Students have the option to take an ACT paid for by the AEC.

X.5 Each class requires the use of data collected through criterion referenced assessments to determine acquisition of competencies.

X.6 The AEC maintains a digital comprehensive cumulative record of attendance, academic and career progress and dates of enrollment.



X.7 Each AEC teacher shall arrange and present his or her instruction to give special emphasis to common honesty, morality, courtesy, obedience to law, respect for the national flag, the United States Constitution, and the Constitution of Nebraska, respect for parents and the home, the dignity and necessity of honest labor, and other lessons of a steadying influence which tend to promote and develop an upright and desirable citizenry.

## **XI: MATERIALS**

Due to the commitment of the AEC to serve adults throughout Omaha, satellite classrooms may be used in other Goodwill and community sites that meet the requirements of safe and healthy buildings referred to in AEC Policy XII.

XI.1 The AEC has a Memorandum of Understanding (MOU) with the College of Saint Mary to provide library media areas which are available to students during the entire school day and evening. All library media resources are catalogued, marked and shelved according to a standard classification system. The MOU includes all requirements of Rule 14, 004.02 D1-D3.

XI.2 All instructional materials and supplies are provided at no cost to adult students. Computers may be checked out and returned upon program completion. Any damage to reusable materials, supplies, and computers may be assessed a student fee.

## **XII: SAFE AND HEALTHY BUILDING**

The AEC maintains safe, healthful, and sanitary conditions within the buildings and classrooms and meets all safety, health codes and required fire inspections. Additionally, the AEC follows the Emergency Action Program in accordance with OSHA regulations in CFR 1910.38. The purpose of the plan is to ensure the protection of all employees and students in an emergency situation (tornado, flood, chemical exposure, medical, workplace violence, earthquake, bomb threat, power outage, severe storms, etc.).

XII.1 Restraint/Seclusion: The Nebraska Department of Education requires that schools have "a seclusion and restraint policy approved by the school board or local governing body." The purpose of such policy is to promote safety in a humane manner. Implementation of a school-wide systematic approach will ensure that seclusion and restraint are used only as a last resort method. Seclusion and restraint should only be used as a crisis intervention for the purpose of preventing harm or injury.

All staff should avoid physical contact with students. Verbal de-escalation is always preferred, but in dangerous situations, law enforcement will be called immediately.

XII.2 Sexual harassment is unacceptable and will not be tolerated on the job or in school relationships. Action will be taken in regard to employees or adult students who engage in sexual harassment. Contractors may be subject to cancellation services if contract workers engage in sexual harassment affecting employees or students of AEC.

XII.3 Infectious diseases: Students will be sent home for illness when the school

deems it necessary. As a general rule, when a student has a fever of 100 degrees “F” or above, or exhibits symptoms severe enough to present a distraction to the classroom, the student will be asked to leave.

XII.4 Seizure Plan: Upon intake, students are asked to disclose any seizure history or diagnosis. A seizure action plan is developed outlining specific needs and procedures for managing the seizures. School staff receive training annually on recognizing and managing seizures including how to administer or assist with the administration of rescue medication.

XII.5 The use of electronic devices including cell phones is prohibited during class time except when authorized by a teacher for educational purposes, during emergencies, for healthcare management, or when deemed appropriate by school authorities.

### **XIII: SCHOOL PERFORMANCE AND IMPROVEMENT**

Continuous Improvement is necessary to sustain growth of the AEC. All student records and pertinent data are recorded, maintained and analyzed through the use of *CaseWorthy*, a secured online platform.

XIII.1 The AEC quarterly prepares a written report which includes student performance and demographics.

XIII.2 The AEC uses Dynamic Indicators of Basic Literacy Skills (DIBELS) for pretesting of all, and post-testing of AEC program completers.

XIII.3 The AEC offers the opportunity for ACT testing for any student planning to enroll in a post secondary institution.

XIII.4 In addition to criterion referenced assessment data collected in each course, employment and income data are also used to evaluate student outcomes and need for AEC program improvement.

XIII.5 The AEC conducts an annual follow-up study of its graduates.

### **XIV: STUDENT ADMISSION**

Any student over the age of 21 years who has completed a freshman or 9th grade year of high school may seek enrollment in the AEC.

XIV.1 Enrollment may be completed online or in person. In order to be accepted into the AEC, the student must present a copy of their official transcript from the last approved high school attended.

XIV.2 The student must meet with the AEC Education Director or designee to develop an individual plan and timeline for credit acquisition and program completion.

XIV. 3 The student is required to attend an orientation session prior to the first day of their first class.

#### XIV.4 Guidance Counseling

The mission of the AEC is to provide adults with pathways to academic and vocational success. In line with the AEC Mission, the Counseling program will provide people with transcript evaluations, Career/College assistance, and Workforce/Military planning.

##### Transcript Evaluations

1. Research high school websites for course catalogs with course descriptions and credit value.
2. Work with various high school personnel to determine course descriptions and credit value.

##### Career Planning

1. Complete Career Cluster Survey with AEC students, and determine the next steps in conference with the student.
2. Utilize Career Lessons from the Nebraska Dept. of Education Career website.

##### College Planning

1. Utilize *EducationQuest Planning for Adults* or Educational Opportunity Center for additional support in the planning process.
2. Applying to college and the admissions process.
3. Complete the FAFSA and apply for Scholarships.
4. If necessary, complete the ACT.

##### Workforce/Military

1. Explore Goodwill training opportunities.
2. Explore Union opportunities.
3. Explore Apprenticeship opportunities.
4. If the student is military bound, complete the ASVAB.

XIV.3 Student files shall be maintained in metal, locked cabinets. Additionally, student files and transcripts will be maintained electronically within a student record management system and the AEC shall comply with all record disposal schedules required by law.

XIV.4 Permanent Records - Confidential cumulative folders will be kept electronically in the school office for each student, and will contain information on grades, attendance, and teacher comments. Students may request a printed copy of all records at no cost.

XIV. 5 Upon a signed request of the adult student, AEC will send an official copy of the high school transcript to any school or organization designated by the student. Likewise, AEC will include copies of other information that might be required by law or specially requested for a school by an adult student.

## **XV: STUDENT ATTENDANCE**

XV.1 Students are allowed one absence per course, per session. All work must be made up prior to the next class.

XV.2 If a second absence is unpreventable on the last day of class, and the student is in good standing, the student shall make arrangements with the teacher to finish the final exam or project.

XV.3 An absence will be recorded for a tardy arrival of more than 15 minutes.