

<b>Adult Education</b>	<p>A district must provide an adult education program designed to meet the education and training needs of adults to the extent possible using available public and private resources. Bilingual education must be used to instruct students who do not function satisfactorily in English whenever it is appropriate for those students' optimum development. <i>Labor Code 315.003</i></p>
<b>Essential Program Components</b>	<p>An Adult Education and Literacy (AEL) grant recipient shall provide the essential program components as described by 40 Administrative Code 805.4. <i>40 TAC 805.4</i></p>
<b>Staff Qualifications</b>	<p>AEL instructional aides, administrative, data entry, proctoring staff, and staff providing support or employment services to students shall have at least a high school diploma or a high school equivalency certificate. AEL directors, supervisors, and staff that oversee program assessment services and/or overall program accountability, and instructors in the content areas of reading, writing, mathematics, and English language acquisition, including substitutes, shall possess at least a bachelor's degree.</p> <p>Requests for exemptions for staff qualification requirements in individual cases may be submitted to the Texas Workforce Commission for approval. The exemption shall include a justification outlining extenuating circumstances and shall be submitted and approved prior to an individual being placed in the position in question.</p>
<b>Professional Development</b>	<p>The district shall comply with the program requirements for professional development in accordance with 40 Administrative Code 805.21.</p> <p>Records of staff qualifications and professional development shall be maintained by each grant recipient and shall be available for monitoring.</p> <p><i>40 TAC 805.21</i></p>
<b>Tuition and Fees</b>	<p>Tuition and fees shall not be charged unless a district is statutorily authorized to do so. Funds generated by tuition and fees shall be used for the AEL instructional programs and must be expended before federal and state grant funds, in accordance with 2 Code of Federal Regulations 200.305(b)(5). <i>40 TAC 805.45</i></p>
<b>Reimbursement for Community Education</b>	<p>If a board elects to provide community education for all age groups, it may be eligible for reimbursement for the costs of the program. In order to receive reimbursement, it must submit an application in accordance with TEA rules and reimbursement shall be made to the extent authorized.</p>

Penelope ISD  
109914

SPECIAL PROGRAMS  
ADULT AND COMMUNITY EDUCATION

EHBI  
(LEGAL)

Conditions

A district will receive such reimbursement only if it has achieved the level of community services prescribed by TEA in the current or preceding year.

*Education Code 29.256*