

# Central Alabama Community College

## Adult Education Program Policy

### Instruction Policy

1. The AE teacher is responsible for developing and implementing an instructional plan (IP, also known as POI, Plan of Instruction) for each student.
2. Guided independent study should be the primary method of instruction.
3. Secondary methods should include: small and large group instruction, computer-aided instruction, web-based instruction and other distance learning opportunities.
4. A Learning Styles Inventory should be performed for each learner and their learning preferences incorporated into the implementation of their IP.
5. It is imperative that successful learning experiences be provided to each learner on a regular and continuous basis in order to overcome their lack of confidence in their own abilities.
6. Adult Education teachers can and should ask students if they have ever had difficulties in learning.
7. Adult Education teachers cannot ask if the student has a learning disability or AD/HD. To do so would be a violation of the Americans with Disabilities Act (ADA).
8. Care should be taken in starting a dialogue with a student about a disability or disorder the student may or may not have. The student must disclose this information voluntarily.
9. Confidentiality must be maintained. Records and documents related to the disability or disorder must be safeguarded and kept in a secure place out of sight of other students.
10. An informational record or file must be created and maintained at the class site for each enrolled adult student.
11. Each enrolled student's file must include:
  - a. A copy of the student's completed enrollment form.
  - b. A record documenting the student's orientation to adult education.
  - c. Copies of all assessment information.
  - d. Copies of all plans of instructions.
  - e. All documents relative to evidence of a student's achievements.
  - f. Other relevant documents.
12. Records of separated learners may be destroyed at the end of the first quarter following a program year. Records containing personal information must be shredded or otherwise destroyed. Do not simply discard them.
13. Records of learners who do not complete the enrollment process may be destroyed after ninety (90) days.
14. A record of all classroom equipment must be maintained. This record must include a description of the equipment items and its identifying number or numbers, if applicable.
15. The copying of copyrighted materials for use in Adult Education classes is absolutely forbidden. This practice is illegal and a waste of your valuable teaching time.