



Utah Adult Education Online Academy

Policies & Procedures Manual

Director: Karen Bedont

Teacher: Nikki Jeffs

Teaching Assistant: Cooper Christensen-Snapdragon

www.UAEOA.org

UAEOA_info@carbonschools.org

(435) 613-3149

Mailing Address:

251 West 400 North

Price, UT 84501

A proud partner of the  network

We are committed to providing services to all students
regardless of race, gender, age, religion, or disability.

There is a grievance procedure for processing complaints of
discrimination.

Policies & Procedures 2026-27

Table of Contents

Introduction.....	2
Phone Hours.....	3
Eligibility.....	3
General.....	3
GED Eligibility.....	4
Services.....	4
Adult Secondary Education - Credit Based Diploma.....	4
GED Preparation.....	5
General Policies/Procedures - All Students.....	5
FEES:.....	6
Orientation:.....	6
Registration Meetings:.....	6
Photo ID:.....	6
Specific Policies/Procedures.....	7
Adults.....	7
16-18 year-old Youth.....	7
Students with a Disability.....	8
Academic Policies/Procedures.....	8
UAEOA Grading Scale.....	9

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, and can help you find resources to help you move forward towards meeting your educational or employment goals.

Our Mission

Utah Adult Education Online Academy empowers adults who are ready to continue their secondary education by pursuing a secondary education diploma or Utah High School Completion (GED). We assist adults in acquiring the knowledge and competence that leads to further education, future employment, and personal success.

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.

Utah Adult Education Online Academy follows the Carbon School District yearly calendar. Go to carbonschools.org for a current academic calendar.

Phone Hours

Monday	8:30am - 3:00pm
Tuesday	8:30am - 7:30pm
Wednesday	8:30am - 3:00pm
Thursday	8:30am - 7:30pm
Friday	8:30am - 3:00pm

Eligibility

General

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. Does not have a secondary school diploma or its equivalent
5. Students who are living in a residential facility or incarcerated do not need proof of residency.

6. 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.

UAEOA FEES: \$100 / school year

Students will earn a Utah Adult Secondary Diploma

CASAS Assessment: Students will earn 1 credit in ELA or Mathematics by achieving a Level 6 on the CASAS assessment.

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.

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. 180 hours=1.0 credit

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)

UAEOA FEES: \$100 / school year

Students will pass all four General Education Development tests to be awarded Utah High School Completion.

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. Each test costs \$36 and is payable directly to GED.

The four subjects are:

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

The test is computer delivered at the testing center nearest you. Registration, payment, and scheduling is completed online at <https://www.ged.com>.

GED students will be registered in Essential Education and/or directed to the Learning Express Library to build skills, improve math and reading skills.

Utah Adult Education Online Academy will assist each student with individualized instruction according to data collected through Essential Education and the GED Ready Test. This test will determine the student's readiness for each of the four GED tests.

General Policies/Procedures - All Students

Utah Adult Education Online Academy partners with Vocational Rehabilitation and Workforce Services.

All students must provide proof of Utah residency upon registration.

FEES:

Fees must be paid before scheduling the Casas eTest. A sliding scale is available for students on any public state or federal assistance. Please call (435)613-3149 to make arrangements.

Orientation:

All students and parents of students under the age of 18 must watch the orientation video to enroll or re-enroll in the program. After completing the video you will need to submit the form verifying that you have watched it. This form is NOT available until the video is completed.

Registration Meetings:

Youth Intake Meeting: Students under the age of 18 or whose class has not graduated must attend a student intake meeting via Google Meets with their parent/guardian, as well. **These appointments are available twice a month through the first week of April.**

Assessments: Students are tested every 50 hours of instruction time to document educational progress through CASAS eTests. **Testing will be available to schedule twice a month through the 2nd week of April.**

Review and Planning meeting: All students must schedule and attend this meeting (virtual) prior to courses/work being assigned. During this meeting, you will meet with a teacher to review your transcripts and credits so far, CASAS test scores, your plan preference, and your personal goals. Course work will then be assigned. **Meetings will be available to schedule twice a month through the 3rd week of April.**

Enrollment: Students must attend 12 hours for enrollment to be complete. The 12 hours must be completed within two weeks of the Review and Planning meeting.

Photo ID:

All students (unless living in a residential facility or are incarcerated) will need to share a photo of your photo ID with UAEOA_info@carbonschools.org. This can be scanned or just a clear, readable photo.

If the 12 hours is not completed within 2 weeks, the student will not be enrolled in the Utah Adult Education Online Academy.

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

- Code of Conduct violations
- Lack of attendance
- Lack of contact

Specific Policies/Procedures

Adults

Students enrolling at UAEOA 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.

- Students must provide proof of ID and Utah residency and previous high school location information
- Students must sign a Code of Conduct agreement
- Fees must be paid prior to CASAS testing
- Students must complete the CASAS reading and math assessments
- Students must complete 12 hours of attendance before enrollment is complete
- Attendance must be logged every day work is completed with **at least one** log per week minimum.
- Students will inform the teacher anytime engagement with the program or work in courses will have a lack of attendance for more than 10 days.

16-18 year-old Youth

Students enrolling at UAEOA 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.

- A parent/guardian must attend the virtual intake meeting with the student.
- Students must provide previous high school location information
- Students and parents/guardians must watch the orientation video prior to the intake meeting
- Fees must be paid prior to CASAS testing
- Forms requiring student and parent signatures and must be signed **during** intake meeting - instructor **must** witness:

- GED Candidate and Adult Education Eligibility form - requires previous school counselor signature, also
- Code of Conduct
- Attendance must be logged every day work is completed with **at least two** logs per week minimum.
- Students will inform the teacher anytime engagement with the program or work in courses will have a lack of attendance for more than 10 days.

Students with a Disability

Utah Adult Education Online Academy provides reasonable accommodations to all qualifying students. Please answer “Yes” on the registration form for UASIS to ensure we are aware of your needs. Our staff will reach out to you individually to make arrangements.

Important note: Due to the limited nature of a virtual program, we advise careful consideration for students with an IEP. It would be a greater benefit to most students with disabilities to remain in an in-person learning environment in order to be best served.

Academic Policies/Procedures

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

NOTE: Utah Adult Education Online Academy is a fully virtual classroom.

Students will be required to obtain their own equipment that is required for the program in order to participate. We can provide information to assist students in obtaining the required equipment.

1. Cell phones must not be used during instruction or testing times.
2. All assessments/tests/exams **must be** proctored online by staff.
3. Students will complete all work and tests honestly and according to teacher instructions. Cheating and plagiarism (copying someone else's work as your own) are not tolerated. This includes:
 - using a Search Engine to find answers when not instructed to
 - using any form of AI to obtain answers or write assignments for the student

- getting help from outside sources or persons during testing
- anything else deemed as cheating by UAEOA staff

UAEOA Grading Scale

Percentage	Letter Grade	Percentage	Letter Grade
100-93%	A	76-73%	C
92-90%	A-	72-70%	C-
89-87%	B+	69-67%	D+
86-83	B	66-63%	D
82-80%	B-	62-60%	D-
79-77%	C+	59-0%	F