INSTRUCTION

Adult Education

I. The School Division shall provide opportunities in the following adult education services:

A. Adult Basic Education (ABE) instruction is for individuals 18 years of age and older whose basic reading, math, and/or writing skills are below the ninth grade level of achievement.

B. General Educational Development (GED®) Test.

C. GED® preparation classes are for individuals 18 years of age and older with reading, math, and/or writing skills at the ninth grade level or above.

D. English for Speakers of Other Languages (ESOL) classes are for individuals 18 years of age and older who have a native language other than English.

E. The National External Diploma Program (NEDP) is for individuals 18 years of age and older. Successful completion of this program earns the student a high school diploma.

F. The Workplace Skills program is customized to the needs of employees and is conducted onsite. Training may be designed to develop English language proficiency; to improve basic reading, math, and/or writing skills; and/or to earn a high school credential or diploma.

G. The Prince William County Public Schools (PWCS) School of Practical Nursing Program is open to adult students who may be admitted on a space-available basis. The purpose of the program is to prepare students for licensure in practical nursing.

H. Adult students admitted to the Adult Education program participate on a voluntary basis and do not have a constitutional, statutory, or property right to such participation.

II. Regulations

Adult students shall be subject to all requirements and standards of the policies and regulations of the Prince William County School Board and the “Code of Behavior” in addition to the following:
A. The Adult Basic Education program shall be governed by regulations set by the Virginia Department of Education Office of Career, Technical, and Adult Education and the PWCS Office of Student Management and Alternative Programs (OSMAP).

B. The General Educational Development test shall be governed by the American Council on Education, by regulations set by the Virginia Department of Education Office of Career, Technical, and Adult Education and OSMAP.

C. The General Educational Development program shall be governed by regulations set by the Virginia Department of Education Office of Career, Technical, and Adult Education and OSMAP.

D. The ESOL program shall be governed by regulations set by the Virginia Department of Education Office of Career, Technical, and Adult Education and OSMAP.

E. The NEDP shall be governed by the Comprehensive Adult Student Assessment System (CASAS), via regulations set by the Virginia Department of Education Office of Career, Technical, and Adult Education and OSMAP.

F. The Workplace Skills program shall be guided by the Virginia Department of Education Office of Career, Technical, and Adult Education and OSMAP.

G. The PWCS School of Practical Nursing Program shall be subject to the applicable provisions of the Virginia Code, the requirements of the Commonwealth of Virginia Board of Nursing, the regulations of the PWCS School of Practical Nursing Program (the policies of cooperating agencies), any rules and procedures established by Osbourn Park High School (the location of the program), and PWCS Career and Technical Education and OSMAP offices.

III. Standards of Conduct

Adult students shall follow the standards of behavior and professional conduct expected in the workplace and shall also adhere to the policies and regulations of the Prince William County School Board, PWCS “Code of Behavior,” and those regulations identified above at Section II of this regulation. Actions that could result in a reprimand, suspension, probation, or termination from employment for an employee shall result
in similar discipline of an adult student. Adult students shall be disciplined for the following conduct, as well as any other conduct that violates the policies and regulations of the Prince William County School Board, PWCS “Code of Behavior,” or those regulations governing adult education programs set forth above at Section II.

A. Failure to follow policies, guidelines, or teachers’ instructions.

B. Illegal actions that affect the school, fellow students, or one’s fitness to participate in the program, whether or not prosecuted, and whether or not a conviction results.

C. Harassment or hazing of fellow students, staff, or other persons connected to the program.

D. Unexcused absences in excess of the maximum number allowed under program regulations.

E. Disruption of classes or related activities by talking to fellow students, by expression of hostility to any teacher, by horseplay, or otherwise.

F. Being under the influence of alcohol or drugs, or possessing alcohol or illegal/unauthorized drugs while on campus, during class, or during other school activities.

G. Possessing any firearm or other weapon (operable or inoperable), or any look-alike, while on campus, during class, or during other school activities.

H. Cheating, plagiarism, or misuse of school communication equipment.

I. Actions which endanger oneself or others, including, but not limited to, failing to follow safety rules, unauthorized use of equipment, or failure to pay full attention to safety-sensitive actions.

J. Other actions of similar seriousness that reflect poorly on the student’s fitness or the program site itself.

IV. Disciplinary Actions

The following procedures apply to all adult students participating in adult and continuing education programs provided by PWCS. In addition, due to the special format of the PWCS School of Practical Nursing Program, adult students enrolled in the program shall be disciplined in accordance with those procedures set forth in Attachment I to
Regulation 673-1, “Prince William County Public Schools (PWCS) School of Practical Nursing Program,” as well as the following:

A. Depending on the seriousness of the offense, the program manager may counsel the student, issue a written reprimand, place the student on probation with written conditions, or dismiss the student involuntarily. Before doing so, the program manager (or designee) shall inform the student of the charges in a face-to-face meeting.

B. The student may respond to the charges and present witnesses and evidence during the face-to-face meeting. If the student fails to appear for a scheduled meeting, written notice of the reasons for the disciplinary action shall be mailed via regular and certified mail to the student’s address of record.

C. After the meeting (or simultaneously with the mailing of the information to a student who fails to appear for a scheduled meeting), the program manager has the discretion to impose discipline. Any discipline stronger than counseling shall be in writing.

D. An adult student may submit a written appeal to the Director of OSMAP within three business days of the imposition of any recommendation for probation or dismissal from the program in which the student is enrolled. After a written request is received, the Director of OSMAP shall contact the student to discuss the appeal.

E. Should further action be necessary, the student may submit a written appeal to the Associate Superintendent for Student Learning and Accountability. The Associate Superintendent for Student Learning and Accountability (or designee) has the discretion to review the written submissions of the student and the program manager or conduct a hearing, or both. The decision of the Associate Superintendent for Student Learning and Accountability is final and there is no further appeal.
V. Readmission

Adults seeking readmission to an Adult Education program shall meet all requirements for admission at the time they submit their request for readmission. In addition to this, the reason for dismissal shall be reviewed and the individuals seeking readmission shall be required to demonstrate evidence that they have already improved or changed the behavior that led to their dismissal. In all cases, no student shall be readmitted during the same session as the original dismissal. Additional requirements for the School of Practical Nursing Program are contained in Regulation 673-1, “Prince William County Public Schools (PWCS) School of Practical Nursing Program.”

The Associate Superintendent for Student Learning and Accountability (or designee) is responsible for implementing and monitoring this regulation.

This regulation and related policy shall be reviewed at least every five years and revised as needed.

PRINCE WILLIAM COUNTY PUBLIC SCHOOLS