

CURRICULUM AND INSTRUCTION

Adult and Community Education

Adult/Alternative High School Program

This regulation supersedes Regulation 3511.3.

I. PURPOSE

To establish enrollment eligibility, registration procedures, and program guidelines for the adult/alternative high school program.

The adult/alternative high school program shall provide high school completion opportunities for students aged 16 or above who are concurrent students, students referred by their base schools, Project Opportunity students, students placed by administrative decision, and adults. Students may enroll at any time during the academic year; grades are given when course objectives have been mastered and the required hours have been completed. Students attending an adult/alternative high school must be able to operate productively in an adult-oriented setting. Exceptions to the age requirements are made on an individual basis.

II. PROGRAM

Adult/alternative high school students may arrive and leave the campus according to their varied class schedules, permitting them to select classes that best match their childcare and work requirements. During the normal school year, classes are offered from approximately 8 a.m. to 9 p.m., with students taking classes that have different starting and ending times in order to accommodate their varied circumstances. School bus transportation is provided only for students participating in the pregnant and parenting teen program.

Parents or guardians of students under the age of 18 must sign the attached form before the students can be officially enrolled in the adult/alternative high school program.

III. ELIGIBLE STUDENTS

A. Concurrent Students

Students who have needs that cannot be addressed in the regular school setting and who are enrolled in the regular program and simultaneously take selected courses in the adult/alternative program.

B. Students Referred by Their Base Schools

Students who have had appropriate services available at their base schools but whose personal needs make adult/alternative education desirable.

C. Project Opportunity Students

Students whose personal needs make desirable the service of Project Opportunity, a high school completion program for pregnant and parenting students.

D. Students Placed by Administrative Decision

Students who have been assigned to the adult/alternative high school program as a result of disciplinary action by the School Board, the Superintendent's designated hearing officer, or the area's designated hearing officer.

E. Adult Students

Out-of-school adults aged 18 and older who are returning to complete requirements for a high school diploma.

IV. REGISTRATION

A. Applications and Information

Applications and information shall be available in each adult/alternative school and in the guidance office of each high school.

B. Procedures Prior to Enrollment

The following shall be provided prior to the student's enrollment:

1. A concurrent student shall arrange with the base school to provide:
 - a. A transcript that includes all previous high school credits.
 - b. A Permission to Enroll form (Attachment A) from the base school.
2. A student referred by his or her base school shall arrange with the base school to provide:
 - a. Input from the student, the parent or guardian, and representatives from the base and receiving school, which is required to determine whether an adult/alternative high school is the appropriate placement for the student. All student records will be reviewed by the high school and/or area staff members.

Fees collected from students for tuition shall be deposited in a category E, local school activities fund, tuition clearing account and accounted for in accordance with instructions contained in Regulation 5810.5, School Activities Fund Management. Only fees authorized in this regulation, Regulation 5922.8 or other regulations and notices may be charged to students.

2. Fee Schedule

- a. Average Daily Membership (ADM) Students: ADM students for whom Woodson and the adult/alternative high schools are their base schools will pay no fees.
- b. Concurrent Students: Concurrent students (those students based at another FCPS high school) will pay the summer school fee minus the transportation fee for each course taken.
- c. Adult students: Adult students will be assessed the summer school fee minus the transportation fee per semester.

3. Reduction of Fees

Summer school guidelines must be followed regarding the reduction of fees. Concurrent and adult students requesting a reduced fee must personally report their income to the guidance counselor. The students must sign a form ensuring the accuracy of their information and should be warned that they may be audited. The sliding income scale established by the School Board for summer school will be used to determine what percentage of the fee the student will pay.

4. Waiver of Fees

Fees may not be waived. If a principal feels that the minimum reduced fee presents a hardship, the school can cover the fee out of its educational contingency account. Fees must be remitted to financial services for each student whether the fee is paid by the student or by the school.

5. Accounting for Tuition Fees

The adult/alternative high schools will retain 15 percent of the tuition fees and remit the balance to the Department of Financial Services on a monthly basis using a Revenue Deposits/Expenditure Credits form (FS-133), citing the adult/alternative high school's instructional fund code and subobject 9451. The fees retained by the school shall be transferred to the educational contingency account.

V. INSTRUCTIONAL PROGRAM

A. Graduation Requirements

The regular high school graduation requirements shall apply to the adult/alternative high school program.

Upon completion of graduation requirements, students enrolled in adult/alternative high school programs will receive their diplomas from the adult/alternative school they are currently attending. Each student will participate in the graduation ceremony of the school awarding his or her diploma.

B. Course Design and Instruction

Instruction shall be based on the Fairfax County Public Schools Program of Studies. Course designs include classes, independent study, computer-assisted instruction, self-paced materials, work-study programs, credit by objective, and/or a combination of these and other programs.

C. Credit Awarded

Credit shall be awarded based on the successful completion of the objectives for each course and an hour requirement comparable to 140 hours of instruction for one unit of credit.

D. Credit Earned

Credit earned in the adult/alternative high school program shall be transferable.

VI. ATTENDANCE PROCEDURES

A. Official School Membership

All students are expected to attend regularly. A student in an adult/alternative high school program shall be withdrawn from official school membership when he or she is absent 15 consecutive scheduled class days in accordance with Regulation 6510.3, Accounting Procedures--Membership and Attendance Records.

B. Individual Class Absences

After 15 accumulated missed hours (absences and tardies combined) from an individual class, a student shall be dropped from that class. The student may choose to reenroll in the class.

C. Schedule Requirements for Students Under Age 18

An adult/alternative high school program student under 18 years of age who is enrolled in a less-than-full-day schedule must obtain a waiver of the full-day schedule requirement by submitting the attached form, signed by his or her parent or guardian in accordance with Regulation 2412.2, Full Day Schedule Requirement for Students.

This attendance policy shall apply to all adult/alternative high school program students regardless of age.

See also: Policy 2460, Requirements for Graduation
Policy 3201, Program of Studies
Regulation 2412.2, Full Day Schedule Requirement for Students
Regulation 2460.2, Requirements for Graduation
Regulation 6510.3, Accounting Procedures--Membership and Attendance Records
Regulation 5810.5, School Activity Funds Management
Regulation 5922.8, Student Fees and Deposits

Attachments

SDL-1

FAIRFAX COUNTY PUBLIC SCHOOLS



Fairfax County Adult/Alternative HighSchool PERMISSION TO ENROLL

To be completed for regular day-school students concurrently enrolling in adult/alternative high school.

- | | | |
|---|--|--|
| <input type="checkbox"/> Bryant Adult/Alternative High School
2709 Popkins La.
Alexandria, VA 22306
Phone: 660-2000 | <input type="checkbox"/> Pimmit Hills Adult/Alternative High School
7510 Lisle Ave.
Falls Church, VA 22043
Phone: 506-2344 | <input type="checkbox"/> Mountain View School
5775 Spindle Ct.
Centreville, VA 20121
Phone: 227-2316 |
|---|--|--|

From: School _____	Date: _____
--------------------	-------------

Approval is given for _____, student no. _____
 to enroll in _____ in the adult/alternative high school program.

PLEASE COMPLETE A SEPARATE FORM FOR EACH COURSE.

Student's Age: _____	PLEASE SPECIFY EXACT HOURS AND CREDITS NEEDED
Grade Level: _____	<i>Students must complete 140 credit hours and meet course objectives for 1 credit.</i>

This form is to be completed and approved by the adult/alternative high school principal and the guidance counselor and cosigned by the parent. The student must call to arrange a guidance appointment at the adult/alternative school. An unofficial transcript must be presented at the time of the appointment, along with the original of this form. A second copy of this form should be maintained in the student's file at the base high school. Upon satisfactory completion of the course assignments and hours, a copy of the report card will be given to the student by the teacher; the original report card will be certified at the adult/alternative high school and forwarded to the student's base high school.

Times for entering classes may vary depending on class and school. This may be determined through the interview process by the base school counselor and adult/alternative high school counselor and student. Registration must be completed before the first class night. Classes begin promptly as scheduled. Regular attendance is required. Students will sign an attendance contract at the time of registration.

Students must pay the current summer school tuition rate. Registration is considered complete when all fees are paid. All text materials must be returned upon completion of the course.

Signed: _____ _____

Guidance Director or Counselor *Principal*

Parent or Guardian for Student Under 18 Only

TO: Base School	Counselor or Director
FROM: Adult/Alternative High School	Counselor

This is to advise you that _____ was enrolled in _____

Name

_____ This enrollment was based on the Permission to Enroll form

Subject

dated _____ Questions should be referred to _____

Date *Phone Number*



**ADULT/ALTERNATIVE HIGH SCHOOL
ADMINISTRATIVE STUDENT PLACEMENT
(Under 18 years old)**

Date _____

I. GENERAL INFORMATION			
Name: (Last, First, M.I.) _____		Date of Birth _____	Age _____
Address: Number and Street _____		Apt _____	
City _____		State _____	Zip Code _____
Parent/Guardian Name: (Last, First, M.I.) _____		Phone (W) _____	(H) _____
Base School _____			
Counselor _____		Phone _____	
Administrator _____		Phone _____	

II. ADDITIONAL INFORMATION (Provide and/or attach)		
UPDATED COMPLETE TRANSCRIPT MUST BE ATTACHED TO THIS FORM		
Check <input checked="" type="checkbox"/> all items that apply:		
<input type="checkbox"/> ESL Program Level	<input type="checkbox"/> Current Special Education services	<input type="checkbox"/> Suspension Record
<input type="checkbox"/> LA <input type="checkbox"/> A <input type="checkbox"/> B1 <input type="checkbox"/> B2	<input type="checkbox"/> LDR <input type="checkbox"/> EDR <input type="checkbox"/> GT	<input type="checkbox"/> Court Involvement
<input type="checkbox"/> Virginia Literacy Passport Status (P or F)	<input type="checkbox"/> Attendance Record	<input type="checkbox"/> Pregnant or Teen Mother
<input type="checkbox"/> M <input type="checkbox"/> R <input type="checkbox"/> W	<input type="checkbox"/> Discipline Record	
MEDICAL CONCERNS: _____		
List all services student is receiving (e.g. social worker, substance abuse): _____		
Base School Counselor Conference with Student _____	Date _____	
Base School Counselor Conference with Parent _____	Date _____	
Base School Counselor or Administrator Conference with Adult/ Alternative High School Counselor or Administrator _____	Date _____	
Letter of Request From Parent (attached) _____	Date _____	
Memo from Counselor or Guidance Director or Assistant Principal Requesting Placement with Rationale (attached) _____	Date _____	
_____	_____	_____
Area Superintendent's Signature		Date