



**Portsmouth Public Schools
Adult Education Center
2801 Turnpike Road
Portsmouth, VA 23707-4630**

S.H. Clarke Office Hours:

Monday & Wednesday – 8:00 a.m.-8:30 p.m.

Monday-Thursday – 8:00 a.m.-4:00 p.m.

Friday – 7:30 a.m.-3:30 p.m.

EXCEL Office Hours (Wilson HS)

Tuesday & Thursday – 3:00 p.m.-9:00 p.m.

Portsmouth Public Schools Adult Education Center

“Creating an Entrance to New Beginnings!”

Fall 2018-Spring 2019 Program Schedule

Dear Portsmouth Public Schools Adult Education Students,

WELCOME to the Portsmouth Public Schools Adult Education Program. We are so thankful you have chosen us to help you “Create an Entrance to New Beginnings.” Our office is always open and we welcome you to come and ask any questions and/or express any concerns throughout the day!

We hope you will enjoy our classes so much that you take the time to share the information with others. Informational packets will be made available in each of our school division offices in the fall.

Listed below are the programs we will offer this school year. Special Interest classes may be offered for a small tuition cost during the spring semester, but will be dependent upon the number of enrolled students.

Please pay close attention to our class schedules which are structured according to the Portsmouth Public Schools Instructional Calendar. All adult education class locations are closed during designated holidays, during inclement weather, staff development, and teacher workdays. We ask each of you provide your teachers with your contact information to keep you abreast of any class changes and/or school closings.

We look forward to your success as you gain educational and job-training skills towards a brighter future!

Sincerely,

The PPS Adult Education TEAM

The Portsmouth Public School System does not unlawfully discriminate on the basis of sex, race, color, religion, disabilities, or national origin in employment or in its educational programs and activities.

GED® Program Information

Any GED® scores earned prior to January 1, 2014 are invalid, due to the new GED® exams. Individuals who did not pass the GED® exam prior to this date are encouraged to take classes again based upon the 2014 GED® exam.

Students will participate in the GED® testing exam online through PEARSONVUE testing centers. Tests will include Reading and Language Arts, Social Studies, Science and Math. Individuals who desire to register for the test must sign up online by visiting www.GED.com.

In order to create an account, students must begin by creating a Profile on the MyGED® website. An official practice test entitled GED® Ready is also available on the website.

GED® Ready Class

These classes are designed for students who score 9.0 or above on the reading and mathematics on assessments. Instructional activities will prepare students to earn a GED® credential within 90 days or less.

School	Address	Dates	Days of Week	Time
S.H. Clarke	2801 Turnpike Road	September 4, 2018- May 23, 2019	M-TH	9:00 a.m.-12:30 p.m.

GED® Preparation Class

Classes feature instruction that is tailored to meet the individual needs of each student. Student can prepare to earn a GED® credential within six months or less.

School	Address	Dates	Days of Week	Time
S.H. Clarke	2801 Turnpike Road	September 4, 2018- May 23, 2019	M-TH	9:00 a.m.-12:30 p.m.
EXCEL Campus	1401 Elmhurst Lane/Wilson HS	September 4, 2018- May 23, 2019	T & TH	6:30 p.m.-9:30 p.m.
S.H. Clarke	2801 Turnpike Road	September 5, 2018- May 22, 2019	M & W	6:00 p.m.-9:00 p.m.

Adult Basic Education (ABE)

Classes are designed for students who are proficient in English, but want to improve their basic reading, writing, and math skills. Students participate in classes that will help prepare them for GED® Preparation classes.

School	Address	Dates	Days of Week	Time
S.H. Clarke	2801 Turnpike Road	September 4, 2018- May 23, 2019	M-TH	9:00 a.m.-12:30 p.m.
EXCEL Campus	1401 Elmhurst Lane/Wilson HS	September 4, 2018- May 23, 2019	T & TH	6:00 p.m.-9:00 p.m.
S.H. Clarke	2801 Turnpike Road	September 5, 2018- May 22, 2019	M & W	6:00 p.m.-9:00 p.m.
Monumental United Methodist Church	450 Dinwiddie Street	September 4, 2018- May 23, 2019	T & TH	9:00 a.m.-12:30 p.m.
Port Norfolk Recreation Ctr.	432 Broad Street	September 5, 2018- May 22, 2019	M & W	9:00 a.m.-12:30 p.m.
Virginia Employment Commission	4824 George Washington Hwy.	September 4, 2018- May 23, 2019	T & TH	1:00 p.m.-3:00 p.m.

English for Speakers of Other Languages

Classes are designed for students who want to improve their written and spoken English skills.

School	Address	Dates	Days of Week	Time
S.H. Clarke	2801 Turnpike Road	September 4, 2018- May 23, 2019	M-TH	1:00 p.m.-3:00 p.m.
S.H. Clarke	2801 Turnpike Road	September 5, 2018- May 22, 2019	M & W	6:00 p.m.-9:00 p.m.

Computer Classes

Basic computer classes are offered during the school year for interested students. Students will learn basic keyboarding skills, learn how to explore the internet, setup email accounts, complete employment applications, and compile basic word documents. Classes are conducted at S.H. Clarke on Monday and Wednesday weekly from 1:00 p.m. until 3:00 p.m. beginning September 24, 2018 through May 24, 2019. Walk-ins are welcome.

EXCEL CAMPUS High School Credit Classes

Adult high school credit classes are offered at the EXCEL Campus located at Woodrow Wilson High School. Tuition costs are as follows: Portsmouth Resident - \$102.00; Nonresidents - \$400.00. Classes are conducted on Tuesday and Thursday weekly from 3:00 p.m. until 6:00 p.m. and 6:30 p.m. until 9:00 p.m. from _____ to _____.

Registration will be held at Woodrow Wilson High School on _____ from ____ to _____. **NO Personal checks will be accepted. REFUND POLICY:** Students will not receive a refund for enrolled classes on or after the first day of a scheduled class. If the class is cancelled by the Office of Adult Education, a full refund will be issued to students.

Classes will be conducted weekly on Tuesday and Thursday, beginning February ____, 2019 through June ____, 2019. Afternoon classes begin promptly at 3:00 p.m. and end at 6:00 p.m. Evening classes begin at 6:30 p.m. until 9:45 p.m. Classes will be based upon actual student enrollment. If there are not enough students to fill each class, the class will be cancelled.

3:00 p.m. – 6:00 p.m.		6:30 p.m. – 9:30 p.m.
REPEAT CLASSES	NEW CLASSES	
English 9	Biology II	English 12
English 10	English 12	U.S. Government
AFDA	AFDA	
Econ & Personal Finance	Econ & Personal Finance	
	Sociology	
	U.S. Government	

Special Interest Classes

November 13, 2018 through May 23, 2019: Special Interest classes will be offered from at the Woodrow Wilson HS – EXCEL Campus weekly on Tuesday and Thursday from 4:00 p.m. until 8:00 p.m. Official registration will begin on September 18, 2018 from 3:00 p.m. until 6:00 p.m. Registration will continue every Tuesday and Thursday from 3:00 p.m. until 8:00 p.m. to accommodate individual student needs. Scheduled classes will not be conducted with less than ten (10) students. If enrollment falls below ten students, classes will be cancelled and students will receive a full refund. No refunds will be given once classes have begun. Classes will be conducted between the hours of 4:00 p.m. and 8:00 p.m. and may include the following: **Basic Microsoft Office, Basic Keyboarding, Photography, Floral Design, Sign Language, Basic Sewing, Cake Decorating, Jewelry Making, Crocheting, Photo Shop, Arts & Crafts, Basic Drawing & Watercolors, and Beginning Spanish.** Each of these classes will cost \$40.00. **Couponing** will be offered for \$25.00.

February 5, 2019- May 23, 2019 Course Offerings: **Medical Billing & Coding** (8 contact hours), **Nurse Assistant Training** (150 contact hours), and **Medical Office Practices & Procedures/Medical Terminology** (12 contact hours) courses may also be offered. Registration fees for these classes will be \$40.00. These three classes may range between \$45.00 and \$600.00. Students who desire to register for classes must do so at S.H. Clarke. No personal checks will be accepted at any time.

GED® Testing

Students must register online, create a profile, and pay for tests at www.GED.com – go to SIGN-UP, which will take you directly to MyGED®. Students should also take advantage of practice tests made available online using this same site. GED® exams will be administered via PearsonVue testing labs at S.H. Clarke on Tuesdays and Thursdays weekly. Other locations are also available upon registration. Additional information may be obtained by calling (757) 393-8822.

Adult Education Instructional Calendar

August 2018 – Professional Development

27 & 29 – S.H. Clarke Staff Returns AM (8:00 a.m.) & PM (5:30 p.m.) – only includes PM (M/W staff)
28 & 30 – EXCEL – PM Staff Returns (5:30 p.m.) – reports to S.H. Clarke

September 2018

3 – Labor Day (Closed)
4 – Adult Education Classes Begin (S.H. Clarke AM; EXCEL PM)
5 – Adult Education Classes Begin (S.H. Clarke AM/PM)
18 – Special Interest Class Registration Begins (EXCEL Campus – 3:00 p.m.-6:00 p.m.)
26 – Adult Education Staff Development – (3:30 p.m.-6:30 p.m.) – *S.H. Clarke PM Staff ONLY*
HRRJ should report to S.H. Clarke at 3:30 p.m.

28 – Monthly Submission of ASPD to S.H. Clarke (Dail)

October 2018

8 – S.H. Clarke AM Classes ONLY (PPS Parent/Teacher Conference Day – Noon until 7:00 p.m.)
24 – Adult Education Staff Development – (3:30 p.m.-6:30 p.m.) – *S.H. Clarke PM Staff ONLY*
HRRJ should report to S.H. Clarke at 3:30 p.m.

26 – Monthly Submission of ASPD to S.H. Clarke (Dail)

November 2018

6 – Adult Education Staff Development – (3:30 p.m.-6:30 p.m.) – *EXCEL PM Staff ONLY (Report to S.H. Clarke)*

12 – VETERAN'S DAY – All locations CLOSED

13 – Special Interest Classes Begin – Official Round I Sessions
21 – Adult Education Early Release at 1:00 p.m. (All locations)

22-23 – THANKSGIVING HOLIDAY – All locations CLOSED

30 – Monthly Submission of ASPD to S.H. Clarke (Dail)

December 2018

20 – Adult Education Early Release at 1:00 p.m. (All locations)
21-31 – WINTER BREAK – *All locations CLOSED*
20 – Monthly Submission of ASPD to S.H. Clarke (Dail)

January 2019

1 – WINTER BREAK – *All locations CLOSED*
2 – Adult Education Classes RESUME as scheduled
21 – DR. MARTIN LUTHER KING DAY – All locations CLOSED
28 – Adult Education Staff Development – (3:30 p.m.-6:30 p.m.) – *S.H. Clarke PM Staff ONLY*
HRRJ should report to S.H. Clarke at 3:30 p.m.

31 – Monthly Submission of ASPD to S.H. Clarke (Dail)

February 2019

5 – Special Interests Classes Begin – Official Round II Sessions
18 – PRESIDENT'S DAY – All locations CLOSED
28 – Monthly Submission of ASPD to S.H. Clarke (Dail)

March 2019

29 – Monthly Submission of ASPD to S.H. Clarke (Dail)

April 2019

15-19 – SPRING BREAK – All locations CLOSED
26 – Monthly Submission of ASPD to S.H. Clarke (Dail)

May 2019

23 – Last Day for S.H. Clarke Adult Education Classes
24 – Last Day for EXCEL Adult Education Classes
27 – Memorial Day – **All locations CLOSED**
28-29 – AM/PM Teacher Workdays (*All ASPD forms due to S.H. Clarke*)
29 – Monthly Submission of ASPD to S.H. Clarke (Dail)

June 2019

19 – Last Day for HRRJ Yearly Program
20-21 – HRRJ Teacher Workday
21 – Monthly Submission of ASPD to S.H. Clarke (Dail)

July 2019

1 – HRRJ Adult Education Programs Begin
4 – INDEPENDENCE DAY – **All locations Closed**