



Nye County School District Adult Education Handbook

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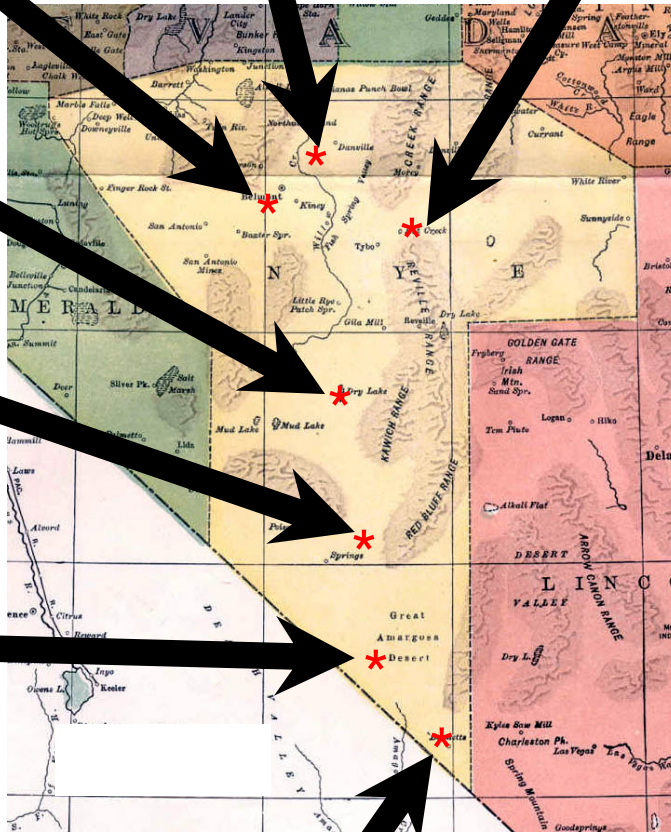
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Don't hesitate! It's NEVER too late!

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Nye County School District Adult Education

Nye County Adult Education is a program, which assists students who have not earned a High School Diploma, or those students who wish to take the General Educational Development Test (G.E.D.). Students must be 18 years of age or older to enroll. The Adult Education program may use the score from the General Educational Development test to waive credits that are required to earn the High School Diploma. Students must also take and pass all High School Proficiency tests to earn their diploma.

When students enroll in the program, staff will send for their transcripts from their previous high school and then conduct a credit review to see what credits they need for the credit requirements. Staff will counsel student's as to what courses they need and the order in which to enroll in those courses.

Students in the program work as independent study students with assistance from the instructors in the program. Students must complete all the assignments for their courses to earn the credit.

There is no mandatory, daily, in person attendance requirements in the program however students must contact the instructor once a week. Instructors will monitor academic progress on subjects and assistance is available to all students. Students must show adequate progress towards completion of their courses to stay enrolled in the program.

Students have four options for their education in the program:

- Adult High School Diploma
- GED only
- High School Proficiencies Only
- ESL/Citizenship

Courses are offered which will help the student meet their needs in completing their program. Teachers are also available to help students achieve their goals.

Welcome!

Welcome to the Nye County School District Adult Education Program. We are happy to assist you as you work to increase your skills, obtain a high school diploma, earn your GED, perfect your English or become a citizen. We will make every effort to support you so that you will have the necessary tools to achieve success in today's and tomorrow's workplace .

Nye County Board of Trustees

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NEVADA DEPARTMENT OF EDUCATION CODE OF HONOR

There is a clear expectation that all students will perform academic tasks with honor and integrity, with the support of parents, staff, faculty, administration, and the community. The learning process requires students to think, process, organize and create their own ideas. Throughout this process, students gain knowledge, self-respect, and ownership in the work that they do. These qualities provide a solid foundation for life skills, impacting people positively throughout their lives. Cheating and plagiarism violate the fundamental learning process and compromise personal integrity and one's honor. Students demonstrate academic honesty and integrity by not cheating, plagiarizing or using information unethically in any way.

What is cheating?

Cheating or academic dishonesty can take many forms, but always involves the improper taking of information from and/or giving of information to another student, individual, or other source.

Examples of cheating can include, but are not limited to:

- Taking or copying answers on an examination or any other assignment from another student or other source
- Giving answers on an examination or any other assignment to another student
- Copying assignments that are turned in as original work
- Collaborating on exams, assignments, papers, and/or projects without specific teacher permission
- Allowing others to do the research or writing for an assigned paper
- Using unauthorized electronic devices
- Falsifying data or lab results, including changing grades electronically

What is plagiarism?

Plagiarism is a common form of cheating or academic dishonesty in the school setting. It is representing another person's works or ideas as your own without giving credit to the proper source and submitting it for any purpose. Examples of plagiarism can include, but are not limited to:

- Submitting someone else's work, such as published sources in part or whole, as your own without giving credit to the source
- Turning in purchased papers or papers from the Internet written by someone else
- Representing another person's artistic or scholarly works such as musical compositions, computer programs, photographs, drawings, or paintings as your own
- Helping others plagiarize by giving them your work

All stakeholders have a responsibility in maintaining academic honesty. Educators must provide the tools and teach the concepts that afford students the knowledge to understand the characteristics of cheating and plagiarism. Parents must support their students in making good decisions relative to completing coursework assignments and taking exams. Students must produce work that is theirs alone, recognizing the importance of thinking for themselves and learning independently, when that is the nature of the assignment.

Adhering to the Code of Honor for the purposes of academic honesty promotes an essential skill that goes beyond the school environment. Honesty and integrity are useful and valuable traits impacting one's life. *Questions or concerns regarding the consequences associated with a violation of the Code of Honor may be directed towards your child's school administration and/or the school district.*

*Resources: Cheating policies from Clark and Washoe County School Districts' secondary schools;
Foothill Community College*

PROGRAM GOALS

- Provide free academic counseling and instruction to eligible students who lack a high school diploma or a GED.
- Encourage students with GED certificates to pursue an Adult High School Diploma.
- Provide courses that prepare adults for the job market or further educational endeavors.
- Coordinate with community-based organizations and/or postsecondary institutions to support and facilitate students' completion of an Adult High School Program and subsequent transition to postsecondary and Career Pathways programs.

STUDENT ASSESSMENT

Students will be assessed upon program enrollment.

Students who score below the high school level will be referred to, or provided, literacy or basic education programs.

ESL students will be assessed with a CASAS, or other approved, assessment instrument.

Students who score below the high school level can be re-assessed with an approved assessment within stated guidelines.

STUDENT CLASSIFICATIONS

Students will be classified according to their educational level or stated goal upon registration:

Adult High School student—Student who is receiving high school level instruction and seeking an Adult High School Diploma.

GED only student—Student whose final goal is to achieve a GED Certificate of High School Equivalency. Once the GED is earned, credits may be transferred to the Adult High School Diploma.

Proficiency Only student—Student who enters the program with all credits necessary to graduate and only needs to pass one or more proficiency exams.

English as a Second Language student—an adult or out-of-school youth, who has limited ability in speaking, reading, writing or understanding the English language, and whose native language is a language other than English; or who lives in a family or community environment where a language other than English is the predominant language.

ATTENDANCE AND PROGRESS TOWARDS COMPLETION

Nye County School District uses an E-Learning program for Adult Education which allows for flexibility in a student's daily schedule. An online, web-based program enables students to achieve success, learn at an individualized level and benefit from an instructional experience and pace that meets their unique needs. Students may work outside the school setting but tests must be taken at the school.

Contact with your instructor and progress towards completion of the course/courses, must be done weekly as required by NRS 389.155. Three weeks of no contact and/or lack of progress towards completion of the courses will result in the student being dropped from the program.

If a student is dropped from the program, they must interview with an administrator to be reinstated. This reinstatement will be contracted with a timeline for the completion of the assigned course and a schedule of the communications between the pupil and the teacher that will be agreed upon by all parties.

ADULT STANDARD DIPLOMA REQUIREMENTS

"Adult Standard Diploma" means a diploma earned by meeting requirements established by the district, which conform to guidelines established by the Nevada Department of Education as published in (NAC 389.688).

Nye County School District's Adult High School Program may award an adult standard diploma, signifying graduation from high school, to a person who:

- Withdrew from high school before his/her graduation and was not eligible to graduate with his/her class.
- Has passed the proficiency examinations that are administered to high school students pursuant to NRS 389.015.
- Has earned, in high school, an adult program, or an alternative program (NRS 388.537) or waived, the units of credit required.
- Has earned the units of credit required as follows:

REQUIRED COURSES	MINIMUM # OF CREDITS
American Government	1
American History	1
Arts and Humanities	1
English	4
Health	0.5
Mathematics	3
Science	2
Computers	0.5
Electives	<u>7</u>
TOTAL CREDITS	20.5

If a person demonstrates competency in the use of computers, he/she is not required to take the course of study in the use of computers and must earn only a total of 12.5 credits in required core courses.

Is 18 years of age or older at the time of the award.*

**Note - 17 year old students may attend adult programs and may receive an adult high school diploma if they are enrolled in an approved Alternative Education program and are allowed by the Board of Trustees of the Nye County School District, however, credit earned from passing the GED may not be transferred to a diploma until the student turns 18.*

STUDENT ORIENTATION COUNSELING

Prior to the enrollment of a student in the Nye County Adult Education program, comprehensive guidance and counseling will be performed. Credit to be applied to the Adult Standard Diploma is evaluated, verified, and granted. Through these efforts, the Nye County Adult Education personnel will seek to promote and enhance academic, personal, social, and career development for students.

This counseling effort will develop an individualized graduation plan tailored to the needs of the enrolling student. Additionally, students in need of career/occupational development will be identified and guided to a curriculum related to employment aptitude, skills evaluation, occupational training, and eventually assistance with employment placement.

STUDENT ELIGIBILITY

Residency is determined by Nye County School District policy.

Students 16 years of age or older may prepare for the GED Test within Adult High School programs. Adult programs should promote the completion of the Adult High School Diploma as a final goal. Applicants who are 16 or 17 years of age may register to take the GED exam after presenting written permission from the local school board of trustees, written permission signed by parent or legal guardian, verification of withdrawal from school, and meeting all criteria as listed in NRS 385.448, NAC 385.404 and NAC 387.190.

Adult High School programs may provide instruction to Alternative Education students. Alternative Education students are, by definition, still enrolled in regular school, but at risk of dropping out.

Adult High School programs are provided by Nye County School District to serve:

Out-of-school persons who desire to earn an adult high school diploma or GED Certificate. Such persons must be at least 18 years of age or older* and have no intention of returning to a regular high school. *Refer to NAC 389.695.

***Note - 17 year old students enrolled in K-12 Alternative Education programs may attend Adult High School programs and may receive an adult high school diploma if approved by the school district.**

CREDIT EVALUATION

When students register for the Nye County School District Adult High School program, they should present a copy of their most recent high school transcript, and/or a copy of their GED transcript when applicable. This information is for the purpose of determining the number of credits the student has and to help determine what will be the best way to obtain the adult standard diploma.

In the event a student does not have academic records at registration, these can be sent for, using a request form and an Authorization to Release Information form. When dealing with a regular school or GED program, dates and the name actually used on the records need to be accurate.

Transcripts coming from other states may require interpretation. Credits pro-rate to one-half or one-fourth credit units. Those remaining fractional credits may be assigned to elective credit.

Photocopies of all documentation used to verify existing credits must be maintained in a student's file while a student is enrolled.

CREDITS

Course offerings and the amount of credit awarded must align with state and district standards.

"Unit of Credit" means the amount of credit, which is awarded to a pupil for his/her successful completion of a course containing at least 120 hours of instruction or the equivalent. Note: One-half credit class contains 60 hours of instruction or the equivalent.

Adult High School students may earn credits based on demonstrated competency based instruction. Assignment requirements for a grade to be achieved, and the method of challenge, must follow the school district regulations. Assignments shall be prepared by teachers to meet student needs.

The school calendar for the Adult High School program, an Alternative Education program, a program of distance education or a program of instruction in a detention home must contain at least 180 school days in session unless the school district obtains the written approval of the Superintendent of Public Instruction for a program that demonstrates progress or completion by pupils in a curriculum which is equivalent to the regular school curriculum.

The minimum daily period for an Adult High School program, an Alternative Program, a program of distance education, a program of independent study or a program of instruction in a detention home is identical to the period for a regular grade.

Independent Study may also be incorporated in student assignments; however, those courses shall be conducted in accordance with state regulations. (NRS 389.155)

CREDIT BY EXAM

A pupil may be granted credit for a specific course of study in a secondary school without having attended the regularly scheduled classes in the course if he demonstrates his competence to meet the objectives of the course through his performance on examinations.

When the school district allows a student in a regular high school to challenge a course, that method of obtaining credit for a course is open to an Adult High School student. Credit by Exam (CBE) may also allow students to receive academic credits. All CBE's are based on high school curriculum. In order for students to receive credits, they must pass the exam pursuant to district policy for that high school course.

CREDIT TRANSFERRED FROM OTHER EDUCATION PROGRAMS

Credits that will be counted towards the required credits for a Nye County School District Adult Diploma can include credits from:

1. An accredited public or private high school located in this state;
2. An accredited public or private high school located outside this state;
3. An institution of higher learning whose academic programs are accredited by a national accrediting organization; or The Nevada Youth Training Center (Independence High School) or Nevada Girls Training Center (C.O. Bastian High School).

CREDIT TRANSFERRED FROM MILITARY EDUCATION PROGRAMS

The Nye County School District Adult High School programs may award a student units of credit toward meeting the requirements for an adult standard diploma if he/she successfully completes a course given by the United States Armed Forces. (See NAC 389.692)

CREDIT FOR SUMMER SCHOOL PROGRAMS

Summer school units of credit to be applied toward the adult standard diploma may consist only of units earned through a summer school conducted by an accredited public or private high school or an accredited institution of higher learning. Such units must be earned in courses, which are equivalent to the courses offered in the programs of an accredited high school.

CREDIT FOR UNIVERSITY COURSES

Credit for community college or university level coursework may be earned toward graduation under the following criteria:

- Any community college/university level course which corresponds to a high school course may be taken in place of that course for fulfillment of graduation requirements. Any elective course will count.
- The number of credits a student may take from independent study/correspondence or college/university courses is unlimited.
- Courses taken at the community college/university level, independent study/correspondence level or distance learning level need not take the student beyond the high school course level, either in academic areas or employability skills.
- All college or university classes with a designation of 3 to 5 credits are equivalent to .5 (1/2) NCSD credit.
- College courses taken below the "100" level are remedial, will not be counted toward graduation and will not be given dual credit status.
- There will be no exceptions to this policy.

CREDIT FOR CORRESPONDENCE/DISTANCE EDUCATION COURSES

The Nye County Adult High School program may grant a student credit toward the adult standard diploma for successful completion of a correspondence course

- If the course is provided by a secondary educational institution which is nationally accredited; or
- If the course is equivalent to a course offered in a regular program of the high school.

PHYSICAL EDUCATION CREDIT TRANSFERRED IN FROM OTHER EDUCATIONAL PROGRAMS

If a student is eligible to transfer physical education credit into the Adult High School Program, that credit can be applied toward the elective credit accumulation requirement.

CREDIT FOR APPRENTICESHIP PROGRAMS

The Nye County Adult High School program may award elective credit to students who have participated in an apprenticeship program.

CREDITS FOR ATTENDING ACCREDITED CAREER SCHOOLS

The Nye County Adult High School program may award elective credit to students who have attended accredited career schools such as those approved by the Nevada Commission on Postsecondary Education according to prescribed guidelines.

CREDIT FOR WORK EXPERIENCE

The Nye County Adult High School program may award elective credit to students who have attained employment experience, which generally meets the following criteria. Through employment, the student, according to district policy and standardized curriculum:

GED GUIDELINES

A. Statement of Purpose

Policy: The Tests of General Educational Development (GED Tests) are developed by the General Educational Development Testing Service (GEDTS). The GED tests are designed to provide an opportunity for adults who have not graduated from high school to earn a high school level educational equivalency. The GED Tests measure the major academic skills and knowledge associated with a high school program of study with increased emphasis on workplace and higher education.

B. Application Procedure

The GED test is administered on scheduled dates throughout the year. For a copy of the current schedule, contact the Adult Education office. Tests given on week nights are given from 4:30 p.m. to 7:30 p.m. and the Saturday tests are from 8:00 a.m. to 4:00 p.m. You should plan to arrive 15 minutes early with a Photo I.D. (NV state ID card, driver's license or passport). A Sheriff's work card **IS NOT** considered an appropriate form of ID.

The GED testing fee is \$65.00 until December 31, 2013. The test new State adopted test goes into place which is expected to cost approximately \$120. Cash or money order ONLY made out to Nye County School District. No checks please.

GED candidates can take the GED test up to three times per year. (All five parts must be completed in six weeks over two sessions). Once the GED test is satisfactorily passed, the student may not take remaining tests for the purpose of bettering his/her scores. If you have a documented disability, you may be eligible for testing accommodations. Please contact the Adult Education office for details.

C. General Educational Development (GED) Certificate

In the absence of a high school diploma, the GED test is used as a measure of an individual's basic competencies in the areas of English (Writing and Literature), Social Studies, Mathematics, and Science. This certificate is accepted by the employment and academic communities as an accurate assessment of basic skills. To pass the test, students must obtain an overall average of 450 with no sub-test score below 410. A *Nevada State Certificate of High School Equivalency* is then issued.

There are breaks between tests and you will be allowed a one hour lunch during the Saturday test. As you will not be able to complete the entire test during the week night test, you may return to any of the next scheduled test dates to complete your remaining test subjects including a Saturday test.

There are five subject tests:

- Writing: Multiple Choice – 1 hour and 75 minutes. Essay 45 minutes.
- Language Arts, Reading – 1 hour and 5 minutes
- Social Studies – 1 hour and 10 minutes
- Science – 1 hour and 20 minutes
- Mathematics – 1 hour and 30 minutes.

You will receive your test results in approximately 2-3 weeks, by mail with the written version. The new on-line test which begins January 1, 2014 provides immediate scores.

All students planning on taking the GED test. Must sign up and pre-pay prior to taking the test and must be enrolled in the adult education program.

D. Requirements for Testing and Issuance of Certificate:

1. Minimum Test Scores for Certification
 - a. An overall test score of 2250 with an average standard score of 450.
No score may be under 410 on any individual test.
2. GED tests can be administered only to persons who:
 - a. Have not graduated from an accredited high school or received a high school equivalency certificate or diploma, and
 - b. are not currently enrolled in a regular high school, and
 - c. meet the minimum age requirements, and are residents of Nevada,
 - d. and present a photo ID and any other documentation required by the test center.
3. Minimum age for testing – 18, except in the following cases:
Applicants who are 16 or 17 years of age may register to take the GED exam after presenting written permission from the local school board of trustees, written permission signed by parent or legal guardian, verification of withdrawal from school, and meeting all criteria above.
4. Residency
 - a. Certificates of High School Equivalency are issued to persons who reside in the State of Nevada at the time of testing or are on active military duty and have attended a secondary school in Nevada. Nevada's residency policy for GED testing allows for testing certain non-residents who lives near the border of Nevada in adjacent states when a testing site is not easily accessible in their own state.
5. English and Spanish test scores are not combined.

GED WAIVED CREDITS - Credit Waived for Test Scores Attained:

An adult student may waive as many as eleven (11) credits after successfully passing the GED tests. The higher the scores, the more credits may be waived. Once the student has passed the tests, he or she may not retest to obtain higher scores. Therefore, it is recommended that pre-GED study, pre-testing, and extensive counseling take place before a student participates in GED testing.

The following table sets forth the scores which must be achieved on the GED tests to obtain waived credit and the corresponding number of credits which may be awarded.

Subject Designation	Maximum Number of Credits For Scores of:	
English I & IV (average)	2	4
Math V	1	3
Science III	1	2

CREDIT WAIVER CRITERIA

Credit waived by the GED examination will apply only to required courses of study and cannot be used to waive other elective credits with the following exception: GED social studies credit will be applied only to elective courses as the student, by the state statute (NRS 389.035), must complete courses in the required areas of American Government and American History.

Students who have earned a high school diploma are precluded from taking the GED examination. Only persons who are still seeking a high school diploma are eligible to take the GED examination.

A student who fails the GED exam is not limited to the number of times he/she may take the GED exam. However, the student is limited to taking the test a maximum of three (3) times each contract year. This is based on the fact that there are only three (3) different test forms available and the same test form cannot be retaken during any one contract year.

A student may not use GED exams to waive credit towards an Adult Diploma until age 18.

No student may take the GED exams while still enrolled in a regular high school, with the exception of students enrolled within detention facilities in accordance with the GED Examiners Manual (Section 4.14). Students age 16, or 17 that have received permission from the school district board of trustees to take the GED examination, must be withdrawn from their high school for the period of time that the GED is being taken, and then re-enrolled until verification of the student passing score has been obtained.

NOTE: A new on-line GED test has been adopted by the state of Nevada and will be implemented January 1, 2014. Any passed/completed sections of the current, paper version of the test will NOT transfer to the new test.

PROFICIENCY TESTING

In accordance with NAC 389.688 in order to receive an adult standard diploma, an adult student must complete all required credits and successfully pass all proficiency examinations. Presently, the required testing areas include: reading, writing, math and science.