

Douglas County School District
Evening Programs
GED, Adult Education & High School Credit-
Recovery Programs

DOUGLAS COUNTY SCHOOL DISTRICT

Douglas County School District takes pride in its educational offerings for all students. We also are always interested in hearing ways our programs can be improved through community feedback.

To obtain additional information about Douglas County School District's Adult Education programs, specific class schedule times, admission information, or any other questions or comments, please feel free to contact

Mr. Michael Caughlan775-782-5136 Ext. # 1716
Counselor/Registrar

DOUGLAS COUNTY SCHOOL DISTRICT

Adult Education & High School Credit-Recovery Programs

Clientele

Douglas High Night School and Adult School provide education opportunities for the following groups:

1. Adults who want to earn a standard adult high school diploma, GED certificate, or to enrich their knowledge in a particular area of study.
2. Students attending day school who would like to make up credits failed in school. The day school counselor will usually refer these students.
3. Students transferred from day school to full time night school by the Douglas High School administration as an alternative placement or to pursue their adult diploma.
4. Adults who have graduated and are seeking additional study for personal or professional enrichment.

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Student Fees

1. All Adult Education Students are required to pay a \$25 book deposit in order to check out books and to earn homework hours. This deposit will be returned to you by mail in its entirety if the book is returned in good condition. If you do not return your book, the deposit plus class credit will be withheld.
2. Night school is free to all adults working on a standard adult diploma or GED certificate. Our day school students working towards a regular diploma are required to pay a \$100 fee for each ½ credit course unless they are on our "Free or Reduced Lunch" program or meet other income guidelines.
3. There is a nominal fee for adults who already have a high school diploma and wish to take adult education classes for personal interest or enrichment.

Student Accountability

Accountability concerns grading and student behavior. The following guidelines apply:

1. Progress reports will be issued every nine weeks. Students receive a pass/fail or a letter grade, depending on the teacher and/or course. Once a course is completed, each student will receive a ½ credit grade report.
2. To complete a standard adult diploma course of study, the student needs to:
 - A. Complete a specific number of course objectives.
 - B. Complete work at a minimum 75% level and above.

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3. Students working towards a regular diploma course of study need to:
 - A. Complete specific number of course objectives.
 - B. Complete work at a 75% level and above.
 - C. Pay a \$100 fee per course unless the fee is waived due to financial hardship.

4. Students attending night school are expected to maintain appropriate behavior. Absences, tardies and inappropriate behavior can lead to suspension and permanent removal. No alcohol, illegal drugs, pagers, weapons or tobacco products are allowed on campus. All students are expected to sign behavior contracts and conform to these terms. The rules in day school apply to night school.

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Requirements for a Standard Adult Diploma

1. The state of Nevada requires 20 ½ credits to be earned to receive an adult diploma. The credits are broken down as follows:

English	4 credits
Mathematics	3 credits
Science	2 credits
U.S. History	1 credit
U.S. Government	1 credit
Art/Humanities	1 credit
Health	½ credit
Computer	½ credit
Electives	7 ½ credits

2. Students must also pass the State of Nevada Proficiency Examination. This exam consists of three parts—mathematics, reading comprehension and writing expression. The exam is given four times each school year. In 2010, passing a State Science Exam will be required for all graduates.

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Adult Diploma Restrictions

1. Only students who have withdrawn from high school before graduation and are not eligible to graduate with their class may enroll in the Adult Diploma program
2. A student must be at least 17 years old to be awarded an adult diploma.

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GED Test and Adult Diploma Credits

An individual that seeks a standard adult diploma may waive up to ten credits for English, mathematics, science and electives. High scores on the GED test may save a person from taking a number of adult education classes. Earning specific scores on the test can do this. The following table displays the scores necessary and the credits by test area:

TESTS	CREDITS FOR SCORES OF 450-499	CREDITS FOR SCORES OF 500 AND ABOVE
English and Literature	2	4
Mathematics	2	3
Science	1	2
Social studies	1 (Elective Credit Only)	2

It is very important that you take the GED pretest to determine how you will score before the actual GED test. It may be worth your time to raise your GED pretest scores in our individualized GED study courses. The GED pretest is free and is given at night school every Monday & Wednesday from 6pm-9pm in Room# 302. (Behind the Media Center/Library).

The actual GED test takes approximately seven hours and is given at Western Nevada College and Douglas High School. For an appointment, call Michael Caughlan at (775) 782-5136 ext. 1716, or call Western Nevada College at (775) 445-4451. Cost for the test is \$60.00. You can arrange to take the test in one or two sessions. You may re-take failed portions of the test for no additional fee up to a maximum of 3 attempts. You may be asked to prepare again in that subject area prior to being allowed to re-test.

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GED Restrictions

1. It is important to note that waived credits can occur only where you have not earned credits previous to the GED test. For example, if you earned two credits in English from your previous education and scored above a 500 on your GED English and Literature tests only two English credits would be waived not four.
2. Social studies credits on this test apply only to electives and not U.S. History and Government.
3. Individuals who have passed the GED test may not retake the test to improve their scores and therefore the number of credits waived. It is important to waive as many credits as possible, so pre-testing and study in the appropriate GED areas is vital before you take the actual test.
4. An individual that fails the GED test may retake it as many as three times in a given year. You are only required to take the subtests you fail.
5. If you are 18 years old or older, there are no additional requirements to take the exam. If you are 16 or 17 years old, you must have a letter of withdrawal from the last high school you attended, a parental permission form and approval from the Douglas County School Board. Remember that the student must continue to attend school full time (either in day or night school) until you have received permission to take the GED exam. To do this, the parent must go to the District Office at 1638 Mono Ave in Minden and complete the form asking for permission from the board to allow a 16 or 17 year-old to test. Margaret Guzman, secretary for the Assistant Superintendent can assist with this. Once approved, the DCSD School Board will send a copy of the "Response For Petition To Take The GED Exam" to the parent and also Michael Caughlan, the GED examiner. Once you have this permission, you may call Mr. Caughlan at 782-5136 x1716 to sign up for the next GED testing date.

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6. Adult diploma candidates who plan on graduating during June and need credits waived must take the GED Test no later than the middle of May. The GED Test is sent out of state for scoring and this can take as long as four weeks.

Ways to Earn Credits for a Standard Adult Diploma

A student may earn credits for an Adult Diploma through the following methods:

1. Completing courses through adult education class's ad Douglas High Night School.
2. Taking the GED Test to waive specific credits.
3. Transferring credits from other educational programs.
4. Transferring credits from military educational programs.
5. Transferring credits from summer programs.
6. Transferring credits from college. These credits however cannot be applied to both programs. Three credits at a college equal $\frac{1}{2}$ credit at night school.
7. Approved correspondence courses.
8. Credit from apprenticeship or internship programs.
9. Credit from Cooperative Occupational Education program (COE = Work experience credit.)

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1. Classes are organized in group instruction format, individualized format, or a combination of both.
2. The following courses are offered: (*Students should check with the program counselor for new program offerings or changes in the schedule*).
 - American Government
 - U.S. History
 - World History
 - Art
 - Computer Literacy
 - English
 - Health
 - Mathematics
 - Science
 - Individualized GED Study

General Information

Location and Hours

Douglas High Night School offers courses Monday through Thursday starting the second week in September. These courses are taught on the Douglas High School campus usually in the classrooms (301 & 302) behind the library. Courses operate from 5:00 - 8:00 P.M., or 3:00 – 6:00 P.M. and meet twice a week for each class. Students should check with the program counselor (Mr. Caughlan) for exact times.

Registration for Regular Diploma Program

Registration is every day in the Counseling Department of Douglas High School.

Registration for Adult Diploma Program

GED - Students (age 17 and older) who are only interested in receiving their GED or want to take an official GED Practice Test to determine how they might score, can register on-site any Monday or Wednesday evening beginning at 5:00 pm with the GED preparation instructor in room #302 behind our library. Please drive to the north end of the Douglas High School campus and park in the north-end teacher parking area. Take the sidewalk that heads west towards the mountains and in approximately 50' you will be walking behind the library and room #302 will be on your left.

Adult Diploma - Students interested in enrolling in the Adult Diploma Program must have passed the Math High School Proficiency Examination (or an

equivalent exam) first. After you have a copy of your last high school transcript, call Mr. Caughlan to have your transcript evaluated to determine what remaining classes are needed.

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Counseling and Guidance Assistance

A counselor will assist you in designing an individualized program based on test result and prior educational achievements. Prior credits that are to be applied to an adult diploma are investigated, evaluated, verified, and granted. The counselor will make every effort to provide the most efficient route available to the student in achieving his/her educational goal of a standard adult diploma, GED certificate, regular day school diploma, or enrichment.

Adult Ed//Evening Programs guidelines manual

