

ADULT HIGH SCHOOL PROGRAM APPLICATION

(Approved applications are in effect for 5 FYs)

Due in

Office of Career Readiness, Adult Learning, & Education Options
5:00 p.m., May 1

Nevada Department of Education
Office of Career Readiness, Adult Learning, & Education Options
755 North Roop Street, Ste 201
Carson City, NV 89701

ADULT HIGH SCHOOL PROGRAM APPLICATION

School District: _____

Contact Person: _____
(Name and Title)

Mailing Address: _____

E-Mail: _____ Fax Number: _____

Site Location(s) and Address	Site Contact and Hours of Operation

(Attach additional sheets if necessary)

INFORMATION

An approved Adult High School Plan will be in effect for 5 fiscal years beginning on July 1 and extending for five years until June 30.

Annual updates will be required if significant changes are made within the program. Significant changes may include; the addition of new programs, a change in method of instruction, the addition of alternative instructional programs such as distance education or independent study, etc. Please utilize the application form to update your program application.

Copies of school district annual budgets (Adult High School Program Section) will be required for each year. The budget is part of the overall school district budget submitted to the Dept. of Taxation by April 15th of each year.

Annual statistical reports will be required each year.

Approval of this plan will constitute approval of the Superintendent of Public Instruction for such programs as Independent Study and Competency Based Programs described in NAC 387.131 if they are included in your plan.

Superintendent of Public Instruction approval of this plan is limited to Adult High School programs only.

Approval of this plan does not constitute approval of School District requests for similar programs within the K-12 system.

Please review your program operations in relation to your currently approved plan. If there are significant differences, please ensure that your plan is updated accordingly.

SECTION 1 - NARRATIVE

A. Student Services

- a. Intake/Enrollment: describe your intake and enrollment process including, but not limited to:
 - i. Orientation to your program,
 - ii. initial goal setting strategies,
 - iii. initial student assessment, and
 - iv. assessment of support services necessary for student success.
- b. Ongoing Student Services: describe ongoing student services including, but not limited to:
 - i. Reviewing and updating student goals,
 - ii. continuing student assessment, and
 - iii. review of support services necessary for student success.
- c. Student Records: delineate the content of student files including:
 - i. entry and exit dates
 - ii. documentation of 12 hours of instruction
 - iii. student assessments/ test results,
 - iv. assignments completed,
 - v. attendance, or
 - vi. other documents contained in the student file
- d. Support Services & Mechanisms: describe the support services available to students within your community and the processes used to access those services.
- e. Completion Strategies: describe any practices or methods used within your program to increase student Completion Ratios.
- f. Student Exit strategies: describe any exit strategies used to assist completing students such as:
 - i. occupational counseling,
 - ii. referral to other programs/further educational opportunities,
 - iii. follow-up.

B. Student Attendance/Credits Granted

Please review the instructions prior to completing this section. (Attachment A)

Credits may be awarded by a variety of methods including; traditional classroom attendance, Work Experience, Competency Based achievement, Independent Study, Distance Education, Dual Credit Courses, and Correspondence Courses.

- a. In general, describe the schedule utilized by your AHS Program.
- b. List the methods and describe in general how credits are earned by your adult students.
(If credits are granted through “Alternative Forms of Instruction”, Section C. below, please explain that process in detail within the appropriate section of the plan.)

C. Alternative Forms of Instruction

Please review the instructions prior to completing this section. (Attachment B)

If all elements that are required within Independent Study are included in your school district’s plan (if available), you may attach that plan as an answer to this section.

- a. Independent Study
 - i. Describe your school district’s policy including:
 1. Contract or agreement between program & student,

- 2. Record of all communication between the teacher and student for each course,
- 3. Record of all assignments for each course,
- 4. Record indicating final grade & credit for each course
- ii. Attach a sample of the contract or agreement.
- iii. Describe the criteria for granting credit.
- iv. Describe how student attendance will be monitored and tracked.
- v. Delineate the amount of credits a student may earn through Independent Study.
- b. Competency Based/Credit by Exam/Dual Credit etc.

Please review the instructions prior to completing this section. (Attachment C)

- i. For each applicable method, describe your school district’s policy in detail including:
 - 1. criteria for granting credit.
 - 2. how student attendance will be monitored and tracked.
 - 3. the amount of credits a student may earn.
 - 4. Other applicable program policies/procedures.

D. Distance Education

Please review the instructions prior to completing this section. (Attachment D)

If all elements that are required within Distance Education are included in your school district’s plan, you may attach that plan as an answer to this section.

- a. Describe your Distance Education program including:
 - i. Student eligibility – What criteria is used, who approves the student’s eligibility?
 - ii. How student attendance is tracked.
 - iii. Criteria for a full time program (180 day rule)

SECTION 2 - PERFORMANCE INDICATORS:

Describe how your program will track all data necessary for the fiscal year annual report.

SECTION 3 – ANNUAL BUDGET

Each year, school districts are required to submit an annual budget to the Nevada Department of Taxation. The budget is due in Taxation by April 15th of each year and reflects the school districts planned expenditures for the upcoming fiscal year. The budget contains a section for Adult High School Programs. Please submit a copy of the school districts approved Taxation budget with your application.

DUE IN OFFICE OF CAREER READINESS, ADULT LEARNING, & EDUCATION OPTIONS
5:00 PM, May 1, the year of renewal

For Department use only:

Approval by Adult High School Program Review Committee:

Verification by AHSD Consultant Date

Approval of Superintendent of Public Instruction:

Steve Canavero, Ph.D. Date

APPENDIX A

Student attendance & credits – General

Tracking student attendance within Adult High School Programs is not as critical as with regular 9-12 programs.

However, sufficient attendance records are often necessary to verify earned credits.

The credibility of Adult High School Programs is dependent upon our ability to demonstrate that the credits granted by our programs and earned by our students correspond to State and local School District regulations.

Units of credit within adult programs are granted or earned in a variety of ways.

Credits may be awarded for (not all inclusive):

1. actual classroom time completed,
2. competency based proficiency,
3. work experience,
4. independent study, and
5. distance education.

In each example, attendance may be maintained differently; however, it must be maintained.

NAC 387.131 School day in session.

Interpretation:

1. A school district may request use of a competency based program.
2. The request must go to the Superintendent of Public Instruction.

NAC 389.670 Credit for specific course without attending classes. (NRS 385.080, 385.110) 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.

CONCLUSIONS:

Permission from the Superintendent of Public Instruction is necessary for competency based programs.

The plan you submit must explain how competency based programs will grant credit within your system.

****An approved plan constitutes Superintendent of Public Instruction approval.***

APPENDIX B

Attendance and Credit Requirements for Independent Study

Please refer to actual NRS/NAC citations for specifics.

Approval of this Plan constitutes Superintendent of Public Instruction approval of your plan for Independent Study. (Adult High School Programs Only)

NRS 389.155 Independent study for high school pupils: Regulations; requirements.

Interpretation:

1. School Districts may institute a program of Independent Study.
2. A teacher must assign the work to the student.
3. The teacher and the student must meet/communicate at least once per week for each course in which the student is enrolled.

NAC 389.720 Duties of board of trustees: Written policy; system of recordkeeping.

Interpretation:

1. The school district must develop a written policy.
2. The school district must have recordkeeping requirements.
3. The requirements are for each course.
4. The system must include:
 - a. a program/student agreement
 - b. an attendance record & Student log
 - c. a record of student assignments, and
 - d. final grades.

NAC 389.750 Written agreement between program and pupil.

Interpretation:

1. The program/student agreement must include:
 - a. Timeline for completion for each course.
 - b. A schedule of student/teacher meetings for each course.
 - c. Methods of assessment & Criteria for grading & credit.

APPENDIX C

Attendance and Credit Requirements for Competency Based Achievement

NAC 387.131 (3) (b) School Day in session:

Interpretation:

1. School Districts may get written permission from the Superintendent of Public Instruction for a program that demonstrates competency.
- 2.

NAC 389.670 Credit for specific course without attending classes. ([NRS 385.080](#), [385.110](#)) 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.

Competency Based Insert Language:

Educational programs utilizing Distance Education and Independent Study are inherently competency based programs. Students participating in these types of programs are awarded credit for the successful completion of the lessons and courses within the program, and not on the basis of “seat-time” or time spent within the classroom. NAC 387.120 (5) and NAC 387.131 (3) allow Competency Based Programs to be operated by School Districts/Charter Schools with permission from the Superintendent of Public Instruction.

***** School District/Charter School hereby requests permission from the Superintendent of Public Instruction to operate Competency Based Programs within our Adult/Alternative Education/Independent Study/Distance Education program.

The Independent Study/Distance Education program utilized by ***** School District/Charter School is considered a Competency Based Program. ***** School District/Charter School will adhere to all NRS/NAC student enrollment and attendance requirements to include the following:

The ***** School District/Charter School will utilize only those Distance Education courses approved and authorized by the Department of Education.

Students in grades 1-8 will receive “competency based” instruction.

Students in grades 9-12 will receive “competency based” instruction, and will be enrolled in either 6/4 courses or have a plan for sequential completion of the required number of courses.

For each course, the teacher will provide the work assignments to the students and document same.

For each course, students and teachers will meet weekly to discuss the student’s progress.

A detailed record of all student/teacher communication will be maintained.

Students will keep a study log of their weekly study activity and provide the log to the teacher. If the student is participating in Distance Education, a computer log is acceptable.

Each student, parent(s) or guardian, and teacher will have a written agreement which outlines: the objectives of the course, a timeline for completion, a schedule of two-way communication between the student and teacher, and how the student will be assessed.

The program will keep a record of the student's assignments and the student's final grades.

APPENDIX D

Attendance and Credit Requirements for Distance Education

NRS 388.838 Submission of application to Department; conditions for approval; opportunity to correct deficiencies.

Interpretation:

1. A school district may apply to provide a program of Distance Education.
2. The application must be made to the Department of Education.
3. A program of Distance Education contains one or more approved courses.

NRS 388.842 Alternate scheduling permitted; minimum time required for full-time program.

Interpretation:

1. Districts can apply for a "short school day in session"
2. Fulltime Distance Education programs must have equivalent instruction (in hours/minutes) as a program of 180 days.

NRS 388.866 Supervision of pupil by teacher.

Interpretation:

1. For each course a student is enrolled in – the teacher and student must meet or communicate a minimum of once per week.