



ADMINISTRATIVE PROCEDURE

EVENING HIGH SCHOOL

6179

Procedure No.

November 15, 1986

Date

- I. **PURPOSE:** To provide opportunities to take credit courses leading to a high school diploma; to meet requirements for admission to an institution of higher education; to take courses for self improvement in academic, technical, and a vocational competencies; and to retake courses previously taken for review purposes.

- II. **BACKGROUND:** It is the intent of the program to provide those educational opportunities which may be needed to complete a student's education which otherwise may have been interrupted for some reason. The program also meets the needs of certain adults for specialized, regular or vocational types of training, and meets the needs of students who wish to enrich or accelerate their regular day school program. Evening High School is an integral part of the total educational opportunities of the Prince George's County Public Schools.

- III. **INFORMATION:** The following general information applies to the evening high school program in the Prince George's County Public Schools:
 - A. **Requirements for Entrance and Enrollment**
 1. Students sixteen years old and older having completed eighth grade may enroll in evening high school in lieu of attending day school.
 2. Students under the age of sixteen having completed the eighth grade in having the approval of the Superintendent of Schools may attend evening high school as full-time students. Form EHS-9 must be completed by staff for the student and sent to the Associate Superintendent for Pupil Services for the decision of the Superintendent. After receiving notification of approval, the student must bring the approval form (EHS-9) along with his or her transfer card (SRS-7) to register.
 3. Students in grades 9-12 may be enrolled concurrently in both day and evening high school with permission from the principal of the day school that the student is presently attending. Students must enroll at the designated registration times in September and January. Concurrent Enrollment Form EHS-8 is to be filled out completely at the time of registration or the student will not be accepted. Upon completion of the course(s) by the student, official documentation with grade and credit earned will be sent to the appropriate day school. A student may be enrolled in no more than seven courses during any one semester or earn more than total of seven credits toward a high school diploma in a regular day school year; e.g., September through June. A course which meets in the



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regular school day for two or three periods is counted as two or three courses; i.e., Cooperative Vocational Education, Retailing, Cooperative Office Experience, and Vocational Technical Programs. If a student has been enrolled in the day school during the current or previous year, he or she may transfer into the evening high school. However, he or she must present at the time of registration a withdrawal or transfer card, SRS-7, along with an official transcript of previously earned high school credits from his or her respective day school showing the subjects taken and the grades earned. All of the student's previous records will be requested by appropriate evening high school staff.

4. Students in need of placement of courses providing appropriate assistance in meeting Maryland State Functional Tests' graduation requirements must have courses indicated on the withdrawal or transfer forms; i.e., basic English courses or basic reading courses.
5. In order to meet the attendance requirements, a student must enroll no later than the end of the second week of the beginning of a semester. A student may be enrolled by transferring from the day program at any time during a semester, providing that the day of entry is at least 20 days before the close of the semester. Grades earned and attendance accumulated will be transferred into the same night school subjects as the student was taking in the day school. This information will be factored into the final grade for the course.

B. Requirements for Graduation

1. The requirements for graduation from any Maryland public evening high school shall conform to the Maryland State graduation requirements.
2. All requirements for graduation from an evening high school shall be determined by the year of first entry into grade 9. For example, all students entering grade 9 during 1985-86 must be enrolled for four years beyond grade 8, must earn 20 Carnegie units, and must demonstrate competency in the following Maryland Functional Tests - reading, mathematics, writing, and citizenship. Additionally, students must earn a minimum of four credits after successful completion of grade 11 (refer to Administrative Procedure 6150). An approved evening high school may, subject to its program offerings, award diplomas as are approved by the Maryland State Board of Education for the regular secondary level.



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C. Credit of Examination

Credit toward graduation may be earned by the attachment of satisfactory scores on academic subject matter examinations, which have been approved for use by the Superintendent or any student entering ninth grade prior to the 1985-86 school year. Only students who are not concurrently enrolled in the day school may receive such credit. A maximum of six (6) credits applicable to the requirements for an evening high school diploma may be earned by this process. Credits earned by testing shall not be transferable to a day program in the Prince George's County Public Schools. (For a list of subject matter examinations, call the evening high school guidance counselor.)

D. Diplomas

1. Students concurrently enrolled in the day and evening programs may elect to receive their diplomas from either of the schools they are attending. Students not concurrently enrolled who have been out of school less than a year are eligible to receive their diplomas from either the day school attended during the past year or the evening high school. If students wish to receive their diplomas from the day school, they must bring with them a concurrent enrollment form from the appropriate day school, even though they may not be taking a course during the day at the present time.
2. To obtain a Maryland high school diploma from a Prince George's County evening high school, a student shall be in attendance in evening high school one full semester immediately preceding graduation, in addition to meeting the other diploma requirements.

E. Transcripts

Students enrolling in the evening high school for the first time who are not concurrently enrolled should, if possible, present an unofficial transcript of their scholastic record at the time of registration. The evening high school personnel will request official transcripts from the students' former schools.

F. Grading Policy

The grading practices should be consistent with the day school procedures. (See Administrative Procedure 5121, Examinations and Grading for All Elementary and Secondary Schools.)



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G. Attendance

It is expected that students enrolled in the evening high school program will regularly attend classes as scheduled. If a student's personal schedule precludes his or her regular attendance, it is suggested that he or she not enroll in the class. Students who miss in excess of three (3) class sessions in any semester course are in danger of not receiving credit for the course. All students are expected to make up their work when they have excused absences. It is the student's responsibility to become apprised of the work missed immediately after returning from his or her absence. Three tardiness will count as one absence.

H. Schedule of Classes

Classes meet for two hours per night twice a week or for four hours per day on Saturday. A total of two credits and one half may be taken each semester. Classes are in session:

6:00 p.m. to 8:00 p.m.

8:15 p.m. to 10:15 p.m.

8:00 a.m. to Noon on Saturday

I. Centers for the Evening High School

For additional information call:

Evening High School Office
Prince George's County Public Schools
Upper Marlboro, Maryland 20772
Telephone 952-4177

J. Fees and Expenses

1. Registration fees for each session must be paid at the time of registration. Only certified checks, money orders, and Master, Visa, or Choice credit cards will be accepted. Please see schedule of current fees listed in Adult Education/Evening High School Brochure mailed each semester to County residences.



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2. Prince George's County residents 60 years of age or over may enroll in any course free of charge (Board of Education Policy 5119.5) provided there are at least 10 paid enrollees.

K. Refunds

All requests for refunds must be made to the evening high school where the student is registered. Refunds will be made for courses, which were canceled due to insufficient enrollments or to individuals who never attended class. No refunds will be given after the first week.

L. Textbooks

1. All students attending evening high school classes will be loaned textbooks free of charge. Students will be responsible for returning all textbooks and materials in the condition they were received.
2. Board of Education Policy 6161.1 states that no pupil may be advanced to a higher grade unless the pupil, in addition to receiving a passing grade, returns the materials to the appropriate personnel, reimburses the school for lost or damaged materials, or make other satisfactory arrangements with the principal.
2. In addition, school records will not be released nor grades be transferred for any student not returning or paying for replacement of any school-loaned textbooks.

M. Transportation

Students attending evening high school must supply their own transportation.

N. Clarification of the Code of Student Conduct Relative to Evening High Schools

1. The evening high schools are not part of the state-mandated free public education programs offered by the Board of Education of Prince George's County. Therefore, those provisions of the Code of Student Conduct that deal with specifically numbered days of suspension shall not be applicable.
2. Accordingly, any substantiated infraction of student conduct that is tantamount to either gross misconduct or persistent disobedience, or



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unexcused absences in excess of the numbered days stated in the Evening High School Brochure as required terms and conditions of attendance may result in the automatic withdrawal of said student from the evening high school program.

3. A student accused of any infraction and ordered withdrawn by the evening high school principal may within 24 hours of the notification of withdrawal apply in person to the Associate Superintendent for Pupil Services for a review of the decision of withdrawal. The Associate Superintendent or designee thereof shall schedule a meeting with such student with 24 hours thereafter to review the decision of the administrator causing the withdrawal. The Associate Superintendent's decision relative reinstatement or affirmation of withdrawal shall be final.
4. Any appeal of the Associate Superintendent's decision (to the Superintendent of Schools or thereafter to the Board of Education of Prince George's County, as provided by law) shall only be predicated upon the withdrawn student's claim to an entitlement to a tuition refund. Nothing herein above is to be so construed as to prevent a student from being expelled from the entire public school system of Prince George's County, if such student's behavior consistent of such gross misconduct as to warrant expulsion in accordance with the Code of Student Conduct as pertains to expulsions.

O. The Staff

Qualifications of staff members shall be judged in terms of requirements for certification in the public day schools. Persons employed as full-time day school teachers shall be restricted to a maximum of teaching two evenings per week and/or Saturday as members of an evening/Saturday school faculty.

P. Evening High School Offerings and Calendar

Each year during the summer and winter an Adult Education/Evening High School Brochure will be prepared with the course listings and general information for the year concerned. This brochure will be made available to all Prince George's County residents.



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No classes will be held on days that schools are closed or dismissed early because of weather or other emergency situation. If it is necessary to close the schools, announcements will be made on local radio stations.

IV. **RELATED PROCEDURES:**

- A. Administrative Procedure 5121, Examinations and Grading for All Elementary and Secondary Schools.
- B. Administrative Procedure 6150, Student Enrollment in Courses and Educational Options in Secondary Schools.
- C. Administrative Procedure 10101, Code of Student Conduct.
- D. Administrative Procedure 6161.1, Issuance and Return of Textbooks and Other Educational Materials.
- E. Board Policy 6161.1, Textbooks and Workbooks.

V. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** These procedures originate with the Evening High School and will be reviewed and updated as appropriate.

VI. **CANCELLATIONS AND SUPERSEDURES:** This Administrative Procedure cancels and supersedes Administrative Procedure 6179, dated September 25, 1981.

VII. **EFFECTIVE DATE:** November 15, 1986.

Approved by:
John A. Murphy
Superintendent of Schools