

REGULATION

MONTGOMERY COUNTY PUBLIC SCHOOLS

Related Entries: ISA, ISB-RA, ISB-EA

Responsible Office: Associate Superintendent for Special and Alternative Education
Department of Adult Education

The Evening High School Program

I. PURPOSE

To publish background information concerning the Evening High School program and establish procedures for enrollment and for the administration of the program.

II. BACKGROUND

MCPS, in an attempt to provide equal opportunity to every county resident, regardless of age, to earn a standard high school diploma, opened the first Evening High School in 1961. Although the original objective of the Evening High School remains unchanged, additional ones have been added. Present objectives are to provide:

- Credit course leading to a Maryland High School Diploma
- An opportunity for those students presently attending day school to make the Evening High School an extension of their regular day school program for 10th grade and above
- Credit courses which meet the requirements for admission to institutions of higher learning for students who have already earned a high school diploma
- An opportunity for students to review courses previously completed
- Courses for self-improvement in intellectual, technical, and avocational competencies.

III. PROCEDURES

(An information bulletin is available upon request from the Department of Adult Education.)

A. Admission Standards

1. The applicant must have completed grade eight or, in the case of an adult who has not finished the eighth grade, must have passed an entrance examination indicating basic proficiency levels in reading, writing skills, and practical mathematics. Students entering the ninth grade with marked deficiencies in these areas must include in their program instructional activities designed to improve their skills in the identified areas of need.
2. The adult applicant will be scheduled into appropriate grade level courses in the Evening High School when evidence of course work completed has been presented by the applicant.
3. The applicant who chooses to use the Evening High School as an extension to the day school program will be required at the time of registration in the Evening High School to present a signed statement from the day school principal verifying knowledge of the dual attendance and agreeing to maintain the student's permanent records at the day school.
4. The adult applicant will be required to submit an official transcript of previously earned high school credits before official credit will be given for work taken at other institutions. If no transcript of previously earned high school credits is presented at the time of registration, the student will be required to have such transcript forwarded to the school. Foreign born students holding foreign credentials are encouraged to take the necessary steps for securing their transcripts prior to registration so credit interpretation can be expedited effectively.
5. Students entering tenth grade or above may use the Evening High School as an extension to their regular day school program under the provisions listed above.
6. At the time of registration, enrollees interested in earning credits toward a high school diploma must register for credit.

B. Registration

1. Evening High School will be offered at centers, usually located in two high schools. As the need increases, Evening High School will be expanded to other centers.
2. Registration may be made in person at the centers.

3. Completion of MCPS Form 565-7: *Registration, Extended Hours Program*, is required.

C. Tuition and Fee

Tuition and fees are established annually by the Board of Education. Specific instructions concerning course offerings, dates, and tuition fees are found in the Information Bulletin on the Evening High School published annually in the summer.

IV. COURSE OFFERINGS

- A. Credit courses will be offered provided a sufficient number of persons express a desire to enroll.
- B. Instruction will follow the curriculum guide and course outlines used in MCPS.

V. PERSONNEL

A. Teachers

Teachers selected for this program must fully meet the qualifications for Maryland high school certification in the subject or subjects taught. A teacher who is teaching full-time in a day school shall be permitted to teach two evenings a week and a maximum of two classes an evening.

B. Administration

The administrator(s) of the Evening High School Center(s) shall meet the qualifications for Maryland certification as a high school principal and be responsible for (1) administering the total program of the Evening High School, (2) maintaining accurate and completed records of all attendance and credits earned, and (3) preparing the data for the required annual report to the State Superintendent of Schools on the forms prescribed by the Maryland State Board of Education.

C. Secretary

The services of a secretary shall be provided to the Evening High School administrator for a maximum of three hours per evening, four evenings a week.

D. Custodial Service

Custodial service shall be provided by the building services employees of the high school in which evening school is held.

E. Library Service

Library service will be provided by the school library where the Evening High School is held. This service shall coincide with the extended hours service program of the high school libraries. Students of this program will be issued cards and will be permitted to borrow books from this center and use the library for research.

Administrative History: Formerly Regulation No. 320-1, November 19, 1976, amended by the Information Bulletin on the Evening High School, August 1982 (directory information updated)