

SVHS Adult Education Student Handbook 2025-2026

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Welcome

Welcome to Steptoe Valley High School's Adult Education program! The White Pine County School District Adult Diploma Program is a program for students eighteen years old or older, who are not enrolled at another high school, and want to earn their adult high school diploma or want to study to take one of the high school equivalency (HSE) tests. Nevada is a state that allows the waiving of credits for HSE tests, passed at a high score, towards credits needed for a high school diploma. The White Pine County School District uses the HiSET exam for the High School (HSE) exam. Students must be 18 years of age or older to receive an adult high school diploma.

Hours of Operation

We are open from 7:00 AM until 4:30 PM Monday –Thursday with regular high school students in class from 8:00 AM until 3:30PM. Adult hours are held on Tuesday from 4:30PM-7:30 PM. **Adults may attend during the regular student hours but are not to socially interact with Steptoe Valley High School students.** The school is closed on Friday-Sunday. The school follows the White Pine County School District school year schedule including holidays and summer break.

Expectations:

Adult students are not governed by the same attendance requirements as high school students; however, it is expected that adult students will make continuous progress towards their high school diploma or high school equivalency. Regular attendance during adult education hours has proven to result in quicker completion of the individual educational program. Students are encouraged to contact school staff anytime during office hours (7:00 AM-4:30 PM Monday-Thursday) in addition to the regularly scheduled adult education hours. All classes are competency-based, meaning there is no minimum or maximum time required to complete a course. Motivated students will complete their educational program at a faster rate than can be accomplished in a standard high school course format.

Counseling

When a student enrolls in the adult education program, SVHS staff will meet with them to review their high school transcripts and discuss the student's long-term goals. The student and staff will develop an educational plan specific to the student's needs, including career exploration and electives geared toward the career goals.

High School Diploma

Adult high school students can earn the credits they need for their high school diploma using the district's web-based learning program either at SVHS, on their home computer having high-speed internet, or at the County Library.

Adult High School Diploma Requirements as established by [Nevada Department of Education Guidelines](#):

4 English Credits

3 Math Credits

2 Science Credits

1 U.S. History Credit

1 Government Credit

1 Humanities Credit

½ Health Credit

½ Computer Credit

7 ½ Elective Credits (elective credits include all courses that are earned beyond the mandated courses. This includes additional math, science or humanities credits. Students are eligible to earn credit through their work experience.)

20 ½ Total Credits

Credits may be waived through the HiSET High School equivalency exam. In order to waive a credit, a student must achieve a set score in each subject area AND an overall passing score on the HiSET exam.

English Language Arts: A score of 10 or 11 average on the reading and writing HiSET subtests qualifies for a waiver of 2 English credits; an average score of 12 or higher qualifies for a waiver of 4 English credits. Note: If a student qualifies for waiving credit, they can only apply the waived credits towards their English requirements, and they cannot use any waived credits for elective classes. For example, if a student already has two English credits, the maximum they can use to meet the adult diploma requirements is 2 credits even if they scored a 12 or higher on the English portion of the test.

Math: A score of 10-11 on the HiSET Math subtest qualifies to waive 1 Math credit; a score of 12 or higher qualifies for a waiver of 3 Math credits. Note: if a student qualifies for waiving credit they can only apply the waived credits towards their math requirements, they cannot use any waived credits for elective classes. For

example, if a student already has one Math credit the maximum they can use to meet the adult diploma requirements is 2 credits even if they scored a 12 or higher on the Math portion of the test.

Science: A score of 10-11 on the HiSET science subtest qualifies to waive 1 Science credit; a score of 12 or higher qualifies for a waiver of 2 Science credits. : If a student qualifies for waiving credit, they can only apply the waived credits towards their Science requirements, they cannot use any waived credits for elective classes. For example, if a student already has one Science credit, the maximum they can use to meet the adult diploma requirements is 1 credit even if they scored a 12 or higher on the Science portion of the test.

Social Studies: A score of 10-11 qualifies for the waiver of 1 elective credit; a score of 12 or higher qualifies for the waiver of 2 elective credits. Please note: A student must complete American History and American Government regardless of how they score on the Social Studies exam.

Post-Secondary Education Prep

We also serve those who may have their diploma but would like to brush up on their English, Math, or other academic skills. We can assist adults who are considering enrollment in college classes by providing remedial classes in Math and English prior to college enrollment.

HiSET Exam (High School Equivalency Exam)

Adult students wanting to take the high school Equivalency Exam may take SVHS classes to prepare for the test. SVHS offers students the HiSET Academy which is an online HiSET preparation program offering lessons and practice tests for students to prepare for the HiSET exam. Essential Education is the platform that is used to access HiSET Academy, and SVHS will provide login information for anyone in the Adult Education program. This platform has proven to be an effective tool for the successful completion of the exam. Students desiring to use the HSE exam to waive credits towards their high school diploma may take elective classes while they prepare for the HSE exam.

To take the HiSET exam in the state of Nevada, you must meet the following eligibility requirements:

- **High School Enrollment Status:** You must not be enrolled, nor required to be enrolled in high school, and you must be without a high school diploma or high school equivalency certificate to take the HiSET exam.
- **Age:**
 - 18 years and older: You may take the HiSET exam if you have not already passed a state-approved high school equivalency assessment.

- 16–17 years old: You may test under certain conditions. You must present official written permission of withdrawal from compulsory attendance from the board of trustees of the district (or their designee within the school district), along with signed parental permission, to your local test center in order to be able to take the exam. Contact Steptoe Valley High School to verify that all requirements have been met before registering or scheduling the HiSET exam.
- **Residency:** You must be a resident of Nevada to take the HiSET exam. There is no minimum residency requirement. You will be required to show proof of residency prior to testing.
- **Practice Test:** You are required to take a practice test to demonstrate your readiness prior to actual testing. Practice tests are available online through the HiSET Academy program at SVHS, and there are free practice tests available at www.4tests.com and at <https://hiset.org/hiset-practice-tests/>. Successful completion of the practice tests has proven to be a good indicator of passing the actual exam.
- **Identification:** You must present valid photo identification on test day at the state-approved high school equivalency test center. Outdated or expired identification will not be accepted. Acceptable forms of identification include:
 - valid driver's license
 - passport
 - military ID
 - another form of government-issued identification that shows the name, address, date of birth, signature, and photograph

Registering for the HiSET exam

1. You can reach out to Steptoe Valley High School (775-289-2999) or the Adult Education Coordinator, Brad Campbell (662-832-0727), for information regarding registration for the exam.
2. If you are in need of accommodations due to a verifiable disability you will need to complete the forms on the HiSET website.
3. You can take the test for free AND retest two times in a calendar year for any failed parts of the test.
4. Exams are normally administered at White Pine High School. Note the WPCSD uses **a computer-based assessment**.
5. Bring an approved ID with you to the testing location on your test dates.

Behavior

Adult students are expected to behave as such. Disruptive or disrespectful behavior will not be tolerated. There is no dress code for adults; however, students are asked to refrain from clothing that advertises alcohol, tobacco, cannabis, or similar products, which are not allowed on the school campus. The possession of alcohol and recreational drugs is not permitted on campus. The use of any tobacco products is not permitted on any part of the school campus.