

# EUAL J. Landry Sr., Educational Programs Center

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**Hi Set**

**ST. CHARLES PARISH PUBLIC SCHOOLS  
HISET DIPLOMA PATHWAY  
STUDENT HANDBOOK**

**Purpose of Program:**

To provide students an opportunity to focus on earning a state-issued high school equivalency credential.

- The HiSET Diploma Pathway provides an alternate path for our over-aged and under-credited students to earn a high school equivalency diploma.
- The HiSET Diploma can be used to join the workforce, begin a career in the military, or begin a job training program at a technical school or a two (2) year college.

**What Is On the HiSET Exam?**

The HiSET Exam consists of five (5) different tests.

Section	Time Limit	Test Format	Description
Reading	65 minutes	Multiple Choice	<ul style="list-style-type: none"> <li>■ This section measures your ability to understand, interpret and analyze a broad range of literary and informational texts.</li> <li>■ The selected texts range in length from approximately 400 to 600 words.</li> </ul>
Writing	120 minutes	Multiple Choice and an Essay Prompt	<ul style="list-style-type: none"> <li>■ This section measures your skill in recognizing and producing standard American English.</li> <li>■ The multiple-choice section questions measure your ability to edit and revise written text.</li> <li>■ The essay measures your ability to generate and organize ideas in writing.</li> </ul>
Science	80 minutes	Multiple Choice	<ul style="list-style-type: none"> <li>■ This section measures your ability to use science content knowledge, apply principles of scientific inquiry, and interpret and evaluate scientific information.</li> <li>■ Graphs, tables, and charts are used to present information and results.</li> </ul>
Math	90 minutes	Multiple Choice	<ul style="list-style-type: none"> <li>■ This section measures mathematical knowledge and competencies.</li> <li>■ Questions are presented as practical problems and are solved by numerical operations, measurement, estimation, data interpretation, and logical thinking.</li> <li>■ Some questions test abstract concepts such as algebraic patterns and probability.</li> <li>■ You may use a calculator for this section.</li> </ul>
Social Studies	70 minutes	Multiple Choice	<ul style="list-style-type: none"> <li>■ This section measures your ability to analyze and evaluate information from a variety of content areas such as history, political science, psychology, sociology, anthropology, geography, and economics.</li> <li>■ Primary documents, posters, cartoons, timelines, maps, graphs, tables, charts, and reading passages are used in questions.</li> </ul>

More detailed information about each part of the HiSET Exam can be found at <https://HiSET.ets.org/about/content/>

**What curriculum do students use to prepare for the HiSET Exam?**

The HiSET Program utilizes Essential Education to prepare students for the HiSET exam. Essential Education relies on an adaptive learning system to figure out exactly what each student needs to know. Essential Education then creates a personal learning plan for each student. Learn more at <https://www.Essentialed.com/students/HiSET-Acedemy>

**Where do HiSET Diploma Pathway students complete their assignments?**

The HiSET Program will be located at the Eual J. Landry Educational Programs Center.  
Eual J. Landry Educational Programs Center  
108 Tiger Circle  
Hahnville, LA 70057  
985-783-6636

**What students are eligible to enroll in the HiSET Diploma Pathway?**

St. Charles Parish students must meet the following criteria to be eligible for the HiSET Pathway:

1. The student must have attained 17 years of age or turn 17 years of age during their first semester enrolled in HiSET.
2. The student must have earned at least one (1) Industry Based Certification (IBC).
3. The student must have (or be eligible to get) a valid state or government-issued identification
  - Driver's License, State Identification Card, Passport, Military ID, etc.
  - Other forms of government-issued identification that show name, address, date of birth, signature and photograph.
  - Outdated or Expired Identification will not be accepted.
  - The Official HiSET test is NOT administered by St. Charles Parish Public Schools. Students will need to present valid identification to HiSET test administrators on the day of testing.

**When can students enroll in the HiSET Pathway?**

Students can enroll in the HiSET Pathway any time during the school year. Upon completion of the "HiSET Pathway Student/Parent Guidelines and Agreement" form, the student begins the HiSET Pathway at Eual J. Landry Educational Program Center.

**Are students receiving Special Education services eligible for the HiSET Diploma Pathway?**

- Students receiving Special Education services are eligible for the HiSET Diploma Pathway.

**Gifted/Talented Students**

When choosing the HiSET Pathway, the student and parent/guardian are deciding to focus on earning a HiSET Diploma as quickly as possible. As a result, the student and parent/guardian are deciding to withdraw from Gifted/Talented services.

**1508/504/ELL Students**

Students receiving other Special Education services (Academic support, Speech, OHI, etc.), ELL services, or IAP 504 services will continue to receive those services while enrolled in the HiSET Pathway.

**How do HiSET Pathway students develop the skills needed to join the workforce, begin a career in the military, or begin a job training program?**

HiSET Pathway students will utilize the ACT WorkKeys Curriculum to identify and develop the skills real jobs require.

Preparing for and completing the Applied Mathematics, Reading of Information, and Locating Information WorkKeys tests allow the HiSET Pathway student to

- identify the skill levels they already possess.
- match their skill levels to specific job requirements.

### What do the ACT WorkKeys scores mean?

The National Career Readiness Certificate indicates you have the foundational workplace skills needed to succeed.

Certificate Level	Level Score Requirements	Percentage of Qualified Jobs in WorkKeys Database
Platinum	Minimum score of 6 on each of the three core area tests	Examinee has the necessary foundational skills for 95% of the jobs in the WorkKeys database.
Gold	Minimum score of 5 on each of the three core area tests	Examinee has the necessary foundational skills for 90% of the jobs in the WorkKeys database.
Silver	Minimum score of 4 on each of the three core area tests	Examinee has the necessary foundational skills for 65% of the jobs in the WorkKeys database.

After taking the tests, you can review the WorkKeys skills needed for different careers. Visit [www.act.org/workkeys/skillsearch.html](http://www.act.org/workkeys/skillsearch.html) to search jobs by skill.

### How are HiSET Pathway student's scheduled into PowerSchool?

All instructional time is focused on attainment of content necessary to pass all five (5) HiSET tests. As such, HiSET students will only be scheduled into HiSET Prep courses at Eual J. Landry Educational Programs Center.

### Do students enrolled in the HiSET Diploma Pathway earn course grades?

HiSET Pathway students will receive ONE (1) HiSET Prep report card grade documenting their performance on daily classwork and Essential Education assignments.

### Do students enrolled in the HiSET Pathway earn Carnegie credit for HiSET Prep courses?

Students working to earn a HiSET Diploma do NOT earn Carnegie credit towards a high school diploma for HiSET Prep courses.

### Are there any fees for the HiSET Diploma Pathway?

The school/district does not assess any fees for HiSET Diploma Pathway courses.

Educational Field Trips may be offered to HiSET Pathway students. Students deciding to attend an Educational Field Trip will be charged a fee to cover the cost of the trip.

Note: HiSET Pathway students will be responsible for compensating the school/district for lost/destroyed instructional materials. (Reference Policy 3.28)

### Are HiSET Pathway students eligible to attend Senior level events (Senior Breakfast, Senior Picnic, etc.)

HiSET Pathway students who have passed three (3) of the five (5) parts of the HiSET exam components are eligible to participate in Senior level events.

### Are HiSET Pathway students eligible to attend prom or Prom-a-palooza?

HiSET Pathway students who have passed three (3) of the five (5) HiSET exam components are eligible to attend prom festivities.

All other HiSET Pathway students must qualify to attend prom in the same manner as all other students. In order to purchase tickets to prom or Prom-a-Palooza, students must have earned a Junior or Senior level classification. A student's academic placement is determined by the number of Carnegie credits earned and recorded in PowerSchool.

**What are the HiSET Pathway attendance expectations?**

Students enrolled in the HiSET Pathway are expected to attend school and actively work towards their HiSET diploma each day. HiSET Pathway students are held to the same attendance expectations as all other students.

- After the third unexcused absence of each semester, the School office Specialist mails a letter home and notifies the Child Welfare and Attendance Department.
- The School office Specialist notifies the Child Welfare and Attendance Department again after the fifth unexcused absence of each semester.

**Are HiSET Pathway students eligible to participate in after school tutoring at their home based high school? (DHS: TLC; HHS: HELP)**

No, HiSET Pathway students are NOT eligible to participate in the after school tutoring program at their home based school. Additional tutoring may be provided at Eual J. Landry Educational Program Center as needed.

**Are HiSET Pathway students eligible to participate in the graduation ceremony?**

In order to participate in the graduation ceremony in May, HiSET Pathway students must successfully complete all five (5) parts of the HiSET exam AND earn at least one (1) Industry Based Certification (IBC) by the last day of school for Seniors in order to participate in the upcoming graduation ceremony. (Reference Policy 3.21).

**Are HiSET Pathway students eligible to participate in sports or clubs?**

HiSET Pathway students are NOT eligible to participate in athletics or other organizations with district, state, or national enrollment, Carnegie credit, or Grade Point Average (GPA) requirements.

HiSET Pathway students are encouraged to participate in school based clubs and activities.

**How many students can enroll in the HiSET Pathway?**

The HiSET Pathway requires careful monitoring of student performance and deliberate communication among the student, the HiSET teacher, the student's parents, and Eual J. Landry Educational Programs Center administration. As such, enrollment in the HiSET Pathway will be limited to twenty-four (24) students at a time. Twelve (12) seats shall be allocated to each high school.

**How are HiSET Pathway students monitored and supported?**

HiSET Team members participate in a weekly Professional Learning Community (PLC) to review relevant data and revise the interventions provided to HiSET Pathway students as necessary.

**Is there a set order for students to prepare for the HiSET exam?****Students utilizing an Early Release/Late Arrival schedule:**

Students utilizing an Early Release/Late Arrival schedule will prepare for one HiSET exam at a time. The following order will be utilized: Reading, Writing, Science, Math, Social Studies.

**Full time HiSET students:**

The HiSET Teacher may develop a schedule which allows students attending Eual J. Landry Educational Programs Center all day to prepare for two HiSET subjects concurrently. The schedule must clearly indicate the subject being studied during each period.

- Full time HiSET students will still prepare for HiSET exams in the following order: Reading, Writing, Science, Math, Social Studies.

### **Are HiSET students able to continue working towards their HiSET Diploma over the summer?**

Online Essential Education courses for HiSET Pathway students will be available for students to continue preparing for HiSET tests during the summer.

HiSET Pathway students may attend the Summer School Program to complete Essential Education assignments, if space is available. Attending Summer School provides HiSET Pathway students access to content area teachers who can help students understand difficult content and progress through their assignments.

- HiSET Pathway students planning to attend the Summer School program must register during Summer Registration along with all other students.
- HiSET Pathway students using the Essential Education curriculum will NOT be charged the Summer School tuition fee.

HiSET students who earn a score of "Prepared" or "Well Prepared" over the summer must contact administration at the Eual J. Landry Educational Programs Center so that he/she can be scheduled at a testing center.

### **Who pays the registration fee for the Official HiSET Exam?**

All HiSET Testing fees are paid by the St. Charles Parish Public Schools.

### **The student must pay all fees if they fail to report for testing without providing notification.**

Students must notify the HiSET Teacher 24 hours before the scheduled test time if he/she becomes ill or has another emergency, which prevents them from testing.

- The HiSET teacher will report the missed exam/or exams to the HiSET administrator and the appropriate fee amount will be placed on the student's fine and fees list.

### **How is a HiSET Pathway student registered for a HiSET Exam at an Official Testing Center?**

The HiSET teacher will prepare the necessary documents for the student to take the Official HiSET Exam at an Official Testing Center.

- The teacher will create an account with HiSET ([www.hiset.ets.org](http://www.hiset.ets.org)) and maintain sole access to the account until the student has passed all five (5) parts of the Official HiSET exam.
  - Once the student has passed all parts, the teacher will provide the student with the username and password associated with his/her HiSET account.

HiSET Testing regulations require HiSET Pathway students to earn a score of "Prepared" or "Well-prepared" for all five (5) subjects on the HiSET Official Practice Test (OPT) to register to take the Official HiSET Exam at an approved testing center.

### **Does the Official Testing Center provide accommodations for the HiSET Exam?**

Students must have received accommodations as a part of their IEP or 504 accommodations plan prior to HiSET testing. Teachers must request these accommodations prior to scheduling the HiSET Exam appointment.

### **How do students apply for the HiSET Pathway?**

Students interested in learning more about the HiSET Pathway must contact his/her school counselor.

- Sending an email to the counselor is the most efficient way for a student to express his/her interest in learning more about the HiSET program.
- Students should expect to meet with their counselor within three (3) working days to review the student's records (transcript, test scores, attendance, discipline record, etc.), review the HiSET Handbook and expectations, and determine if HiSET is the BEST option for the student.

**St. Charles Parish Public Schools  
Eual J. Landry, Sr.  
Educational Programs Center  
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985-783-6636 985-783-6638 (Fax)**

**Dr. Ken Oertling  
Superintendent**

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Administrator**

**Hi SET TEACHER  
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Dr. Iman En-Nabut**

**Para-educators**

**Linda Fennel**

**Karen Foucha**

**Alexis Lennix**

**Judy Lewis**

**Nurse  
Nicole Schulin, R.N.**

**School Resource Officer  
Corporal Erik Brass**

**School Office Specialist  
Theadra Alexander**