



Adult High School
Catalog
2016-2017

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MISSION STATEMENT

Our mission is to provide a safe, accepting, engaging, successful and respectful learning environment for ALL people who enter our doors.

VISION STATEMENT

Our Adult High School Program's vision is to be the nation's leading, transformative, collaborative educational resource center for ALL people, the surrounding community and world.

PHILOSOPHY

Our philosophy is grounded in the belief in:

- 1. the dignity and worth of each person,**
- 2. the uniqueness of each person, and**
- 3. the right for each person to have the opportunity to realize his/her fullest potential regardless of his/her race, age, gender, sexual orientation, ethnic background or religion.**

GENERAL INFORMATION

Various rights are accorded students pursuant to the Family Educational Rights and Privacy Act (FERPA). This Act accords students and parents the right to be informed about the following:

1. ***Right to Inspect*** - All student records will be open to parents and students.
2. ***Right to Prevent Disclosures*** - You have the right to prevent disclosures of educational records to third parties.
3. ***Right to Request Amendment*** - You have the right to a hearing to seek to change any part of educational records that you believe to be inaccurate.
4. ***Right to Complain to FERPA Office*** - You have the right to file a complaint with:
Family Educational Rights and Privacy Office
Department of Education
400 Maryland Avenue
S.W. Washington, D.C. 20202
5. ***Right to Obtain Policy*** - You have a right to obtain a copy of MCSs' policy to comply with FERPA.
6. It is at the individual post secondary institutions' discretion as to whether credits earned at MCS are transferable and are accepted according to their particular academic affiliations and policies.
7. ***Notice of Directory Information*** – MCS have determined that certain information contained in the educational records of our students is to be considered directory information for the purposes of FERPA. This designated information could be disclosed by MCS without the written consent of the parent or student. It would include the following information:
 - A. Name
 - B. Address
 - C. Program of Study
 - D. Dates of Attendance
 - E. Records of Attendance at Other Institutions (such as Joint Enrollment)
 - F. Any Audio Statements and/or Performances
 - G. Photographs, video, images and other pictures of students used for MCS purposes and publications.

If a parent or student wishes to refuse to have the designated information disclosed she/he needs to file a written notice with the Director.

POLICIES AND PROCEDURES

MCS does not discriminate on the basis of race, color, gender, national or ethnic origin in administration of its educational policies, admission policies, or any other school-administered programs.

1. **Visitors and Parents** - We welcome all parents and visitors to the school. However, to insure the safety and security of our students, all parents and visitors are required to sign in at the front desk and receive a visitor's pass. Anyone entering the building without signing in and receiving a pass may be asked to exit the premises.

2. **Medications** - A parent and/or guardian must fill out a form giving specific directions for administering medications and permission to do so. All prescription medications will be retained in the school office to be administered there by the Nurse or a designated employee. Non-prescription drugs may be administered by the core teacher with written permission from the parent. If prescription drugs, such as inhalers, need to be administered in the classroom, both a doctor and a parent must provide written instructions to that effect to MCS.

For prescription medications, the dosage must be clearly indicated on the original and the current container of the medicine or the doctor must fill out a form clearly stating the current dosage.

3. **Disaster Alerts** - These alerts will be held periodically throughout the school year for fire drills, tornado alerts, and all clear signals students must follow the direction of staff or designated instructor.

4. **Addressing Concerns** - Students/Parents who are concerned about a specific classroom situation should first speak with the teacher. If the issue is not resolved, the student/parent should talk to the Team Leader in their children's area; finally they should consult the Director or present their case to the Student Governance Body. If further action is needed, the issue will be presented to the **School Based Management Team** and/or the Governing Board to determine the appropriate steps to be taken.

5. **Failure** - Students at MCS need to understand that a failing grade in a class equals no credit. Students will be responsible for making up that credit at another time. If students are absent 10 or more times in a semester, they may fail that class. Students must complete their educational contracts, or they will be considered absent.

If a student has failed two of his/her nine classes, he/she must appear with his/her parent/guardians before the SBMT members of MCS to determine their academic standing. A plan of action will be developed to determine future academic success. Failure to comply with said plan may result in non-promotion or retention at current grade status.

6. ***After School Activities and Interim Activities*** - All school sponsored activities, held after school hours, are under the jurisdiction of the school, and the same rules and regulations govern them as during school hours. All other activities are under the jurisdiction of the sponsoring organization.

7. ***Student Driving and Parking Regulations*** - If a student chooses to park a vehicle on the school campus at any time, the student understands and agrees that the vehicle may be subject to periodic inspection by school officials and may be searched at any time and for any reason. All cars must be registered with the school and have the appropriate designation on the dashboard. All students driving a car to school must have a valid driver's license. Reckless driving will not be tolerated and may be subject to disciplinary action and/or reporting to proper law enforcement officers. Students will park only in designated student parking areas. Sitting in cars or in the parking area during school hours is not permitted.

ADMISSION & ENROLLMENT POLICIES

1. ***Admission*** - Students must be a US citizen or proof of residency in the USA and must be 16 and older. If, however the student is under the age of 18 years old his/her parents/guardian must fully withdraw them from the public school system before entry into our High School Programs.
2. ***Enrollment Application*** - An enrollment application must be filed with the MCS. At the beginning of each school year there is an orientation meeting for the parents of all students enrolled in MCS *at least one parent must attend if under age of 18*
3. ***Student File*** - The following records will be needed for a student's file to be completed:
 - A. Proof of up-to-date immunizations
 - B. Copy of Birth Certificate & Social Security Card
 - C. Most recent Report Card
 - D. Most recent test scores
 - E. Any Special Education Records
 - F. Any Disciplinary Records
4. ***Withdrawal*** - Any student may voluntarily withdraw at any time by giving notice to MCS. A student may be asked to withdraw should he/she or his/her parents not comply with the rules of MCS. Parents and students must follow posted refund policies.

ATTENDANCE

MCS will adhere to the attendance laws set forth by O.G.G.A. 20-2-690.1a, which reads: Every parent, guardian or other person residing in Georgia is required either to enroll or send children in their care and charge between the ages of five and 16 to a public or private school or to provide a home study program for these children which meets the requirements set forth in law, unless the child is specifically exempt.

20-2-690.1b: Any parent, guardian, or person residing within this state having control or charge of any child or children who shall violate this code section shall be guilty of a misdemeanor and upon conviction therefore, shall be subject to a fine not to exceed \$100.00 or imprisonment, not to exceed 30 days, or both, at the discretion of the court having jurisdiction. Each day's absence from school in violation of this part will constitute a separate offense.

Effective January 1, 1998, the Teen-Age and Adult Driver Responsibility Act (COCGA 40- 5-22a.1) requires that local schools must certify whether or not a student's attendance pattern and discipline record allow him/her to have a Georgia's Driver's permit or license. Schools have been given copies of this law and the procedures to be followed when reporting to the Department of Public Safety. This law is applicable to students between the ages of fifteen and seventeen.

Attendance Guidelines - EXCUSED ABSENCES: In compliance with Georgia law, all pupil absences shall be classified as unexcused or illegal except for the following reasons:

(1) Personal illness; (2) death or illness in the immediate family; (3) religious holidays; (4) service as a page for the General Assembly; (5) instances where attendance by pupil would be hazardous; (6) suspension.

*When students return to school after an absence, they must present a written statement from the parent or guardian giving the reason for the absence. The student should present this note to the Attendance Office.

*Any student missing 15 days excused or unexcused days may not receive credit for that semester. Parents may appeal this decision in cases of extenuating circumstances.

*Parents' home schooling under MCS umbrella or self-paced learners via web correspondence must have an approved person sign a proctor agreement with the school before any test or coursework is submitted for grading; however all standardized examinations must be done on site.

ABSENCE FROM SCHOOL FOR MORE THAN ONE-HALF OF THE SCHOOL DAY

A student who is absent from school for more than one-half of the school day may not participate in any extracurricular activity on the day of the absence, including all clubs and athletic activities. Parents should send a written note explaining their child's absence.

The school will take the following steps in order to implement the procedure stated above:

1. Keep continuous logs documenting each step of the process. The log shall include:
 - a. Date and time of each call,
 - b. Name and position of person calling,
 - c. Name of the person spoken to, his/her relation to the student, and a
 - d. Summary of the call.
2. After the third absence, a letter will be sent home with the attendance policy and a referral will be made to the counselor. A call will be made to the parent or guardian by a school representative and the child will be placed on an Attendance Contract.
3. After the sixth absence, the school will phone parents, a letter will be sent to the home informing the student and the parent of the number of absences, the attendance policy and notification of referral to school Prevention/Intervention Specialist. A parent conference will be scheduled.
4. After the ninth absence, the school will phone parents, a letter will be sent to the home informing the student and the parent of the number of absences, a referral will be made to a resource person-the school Social Worker, or special education liaison that will make contact and provide formal feedback to the school principal or his designee. If the student is less than 16 years old, truancy charges may be filed (after the 10th absence) and student and parent would be required to appear in court.
5. After the twelfth absence, an administrator will contact the parent or guardian by phone and in writing. The administrator will inform the parent or guardian that on the fifteenth absence the student may be subject to loss of academic credit, withdrawal from school pursuant to a review of information, and/or truancy filed with the Juvenile Court System.
6. After the fifteenth absence, the student may be withdrawn. Parents have the right to appeal the decision within five school days to the principal of the school. In case of further appeal, the final decision will be made by the Area Executive Director.
7. Classroom teachers will call the parent regarding class absences when a student has missed three, six, nine, and twelve days in the course. Teachers will submit a log of the calls to the attendance Office at the end of each semester.

Educational Contracts – MCS may devise special learning programs where students would receive attendance credit for exceptional opportunities such as travel, special academic programs, special performance opportunities, or prolonged illness, etc. All such plans must be prepared and approved by the Team Leader *prior* to the absence. It is the responsibility of the student to complete the contract and have an individual teacher's initial receipt of required assignments. The student will then return the completed contract to the Team Leader within 10 days of returning to school. Failure to return a completed contract will result in all missed days being recorded as absences.

Extended Hours - School hours are from 9:30am to 3:30pm. Bell schedules will be followed for proper class transfer and dismissal of students. Designated personnel will be responsible for students 1/2 hour before and 1/2 hour after school. Otherwise, the parent is responsible for providing care for their children and may be charged for teacher time.

Early Dismissal - Arrangements for early dismissal should be made by a written note or in person. The person picking up the student must sign him/her out at the school office.

Calendar – The school calendar will be posted via internet or school bulletin board.

Daily Schedule-A schedule of classes will be posted via internet and classroom or school bulletin board.

Accidents– Students involved in an accident or an injury on school grounds or during any school supervised event must report it immediately to the office. Failure to do so may result in forfeiture of school insurance coverage.

Affirmative Action–Federal Law (Title IX) prohibits discrimination against students and employees in schools. Title IX prohibits discrimination on the basis of sex, race, color, creed, religion, ancestry, national origin and social or economic status.

Change of Information–For emergency purposes, we must have updated information on each student. Please notify the registrar of any changes of address or phone numbers. Required documentation must be provided.

Communicable Diseases–MCS, the County Health Department, and/or the Georgia Department of Human Resources has the authority to require immunizations or other preventive measures including quarantine, isolation and segregation of persons with communicable diseases or conditions likely to endanger the health of others. These agencies may require quarantine or surveillance of carriers of diseases and persons exposed to or suspected of being infected with an infectious disease during such period until they are found free of the infectious agent or disease.

Deliveries–MCS does not accept or deliver items to students (i.e. Flowers, balloons, food, money, etc.)

Dress Code—All returning students will be required to be in uniform the first day of school. Students not in uniform will be dismissed from classes.

All new students will have 30 days to be in uniform. After a 30-day period, students not in uniform will be dismissed from classes. All uniforms should be clean, in good repair, pants must be worn at waist level with a belt if needed sagging and sloppy attire is not allowed. Make sure the uniform is well- pressed.

Electronic Devices—Pagers, cell phones, walkie talkies, CD players, ipods, etc may be used before and after class ONLY. Any device seen or heard will be confiscated.

Emergency Phone Calls—The staff will not interrupt classes to deliver incoming telephone messages. In the event of an emergency, we will take the message and deliver it at the end of the class period. In the event of an emergency, the call/message will be directed to administration for verification.

Extra Help—Each department has a clear policy for providing the extra help that a student may need in order to be successful. It is the student's responsibility to seek this assistance from the instructors.

Field Trips—Special trips have a definite place in the educational program of our school. Outside events may be scheduled and attended to further educate students on certain subjects and/or to provide additional information not covered in the classroom.

Financial Operations-- MCS operates as a Georgia For-Profit LLC,. No state or federal funds are received by the school. Income from tuition is insufficient to fully cover the cost of operating the school. Interested individuals are invited to contribute to the operation of the school via gifts for general expenses or by providing scholarships for deserving students who would otherwise be unable to afford such training. School fund- raising projects may be planned as the need arises.

Fire Drills—In accordance with State Laws, fire drills are to be conducted periodically, not less than once a month. When the fire bell sounds, all students and personnel are to evacuate the building quickly and quietly. Students and staff are to follow the assigned routes given to all personnel. Each student must stay with their instructor. All absences are to be reported to the designated person. The administration will notify all persons when it is safe to reenter the building.

STUDENT CODE OF CONDUCT

1. **General Expectations** - Generally, students are expected to be mature and well-behaved, ready to put forth maximum effort in all their classes. They are expected to be on time, to be prepared for class, and to participate in an appropriate manner. Moreover, they are expected to enjoy what they are doing-- Learning should be fun! However, only INDIVIDUAL STUDENTS can make it that way. Last of all, students are expected to respect their instructors' and their classmates' time, talents and opinions!

2. **Student Governance** - MCS believes that students will govern themselves when given the opportunity to engage in meaningful work in partnership with their family and teachers. Our policy will be to hold each student responsible and accountable for his/her behavior. The Student Governing will continue to have input into the dress code, lunch and other policies.

3.
 - (a) Fighting
 - (b) Hazing
 - (c) Bullying
 - (d) Stealing
 - (e) Profane and/or insightful language

**Any of the above (a-e) will not be tolerated and will be subject to suspension, expulsion, or a combination*

4. **Cheating/Plagiarism** - Cheating is wrong and unnecessary at MCS. If a student is worried about not performing at an expected level, cheating or plagiarism will only make the situation worse. Cheating includes any attempt to defraud, deceive, or mislead a teacher.

Plagiarism is a form of cheating when a student tries to pass off another's ideas, language or work as their own. Allowing others to write papers is another form of plagiarism. The consequences for cheating and plagiarism will result in a written incident report and may result in failure on assignments or tests. Cheating and plagiarism offenses will be treated as any other violation to the disciplinary policy - up to and including suspension and/or dismissal from MCS. Students also have the right to appeal this action by following the process set forth under the Student Code of Conduct.

5. ***Suspension or Dismissal*** - Any of the above items may result in suspension or dismissal from MCS. They will also result in a permanent notation in the student's educational record, and/or notification of law enforcement officials. Federal Law requires that violation of several of the above-mentioned offenses must be reported to the appropriate law enforcement agency. Failure of the parents to attend scheduled meetings or participate in the mandatory one-hour a week service requirement may also result in dismissal of their child from MCS.
6. ***Right to Search*** - MCS also reserves the right to search a student, student belongings (desks, lockers etc.) or student automobiles in order to maintain discipline and protect the safety and welfare of all students in the school. Personal searches will be conducted when a school official has reasonable suspicion that a student has violated school policy. A pat-down search, if needed, will be conducted in private by a school official of the same sex with an adult witness. School officials may at any time conduct periodic, general inspection of any items on school property including automobiles parked on school property. This may include search by Drug-Sniffing and/or Weapon Sniffing Canine and/or by Metal Detectors. If any such search yields illegal or contraband materials, such findings shall be turned over to local law enforcement authorities.
7. ***Harassment-Free Environment*** - MCS is dedicated to maintaining an environment that is free from harassment because of an individual's race, color, sex or disability. MCS will act promptly and investigate all complaints, formal or informal, verbal or written, of said harassment. If it determined that unlawful harassment has occurred, MCS will act promptly to appropriately discipline any student, teacher, parent or other school personnel who is found to have violated this policy. Allegations of such harassment should be made to the Director. Filing of a complaint will not reflect on the individual's status nor affect neither future grades nor educational decisions. The right to confidentiality of both parties will be respected until a complete investigation has been conducted and corrective action has been determined.
8. ***Smoke-Free Environment*** - MCS will be designated as a smoke-free environment both in the building and on school grounds.
9. ***Right to Appeal*** - Students have a right to appeal any disciplinary action by submitting a written request to the Director for an audience with the School Based Management Team and the Governing Board. Both the parents and the student must attend this meeting.

ACADEMIC POLICIES & PROCEDURES

Promotion and Retention - Promotion and retention will be made on the basis of course work and assessment. The purpose of assessment is to support and guide the learning process. It is a tool to recognize accomplishment and certify that knowledge has been gained. The assessment will also discern those areas where understanding is still incomplete and will enable students to focus their efforts where they will produce the greatest benefits. The goal is to encourage students to do their personal best and to show improvement throughout the year. In MCS multi-age groupings, there is a de-emphasis on grade level promotion. All MCS students who complete the High School Curriculum will receive a Diploma and will be required to pass all the Graduation Tests.

Periodic retesting will be made available to students. End of Course Tests will also be given at the end of the each course. While standardized tests are valuable tools for confirming adequate academic progress, MCS will not alter its curriculum to “teach to the test.” MCS will also help each student understand their own learning styles by using Multiple Intelligence check sheets.

All students at MCS are required to complete a class project. This collaborative learning project will be prepared together by each student, to be completed by the end of the semester. These projects will be centered on student classes, but will show progress in the following 12 points yearly:

- Composing well-structured and interesting essays
- Defending views on various subjects and reciting literary passages or speeches
- Conversing and writing in a chosen foreign language
- Designing, performing and analyzing scientific experiments
- Delivering oral presentations to the school community
- Discussing events in their historical, socio-cultural, and intellectual contexts
- Using knowledge to think logically and solve problems related to mathematics
- Demonstrating an advanced skill in at least one of the following: athletics, music, drama or the visual arts.
- Completing a significant independent project each year and demonstrating technological expertise.
- Reading from a core list of books
- Passing cumulative content-area exams.
- Performing significant community service.

Failing Grade Guidelines - If a student has failed two of his/her classes, she/he must appear with his/her parent/guardians before the SBMT members in their area to determine academic standing. A plan of action will be developed to determine future academic success. Failure to comply with said plan may result in non-promotion or retention at current grade status.

Curriculum

All transfer students coming from curriculums other than the MCS prescribed curriculum, and tested for academic placement. MCS provides each student a diagnostic test prior to placing the curriculum order.

Specific Subject Offerings

***Core subjects and electives can be offered via the internet.**

1. ***English Language Arts**
Literature & Composition (1 unit)
Advanced Composition (1 unit)
American Literature (1 unit)
English Literature (1 unit)
Journalism (1 unit)
Literary Types/Composition
Oral/Written Communication (1 unit)
Reading Enrichment (1 unit)
Research Seminar in Language Arts (½ unit)
Shakespeare (1 unit)
Speech/Forensics (1 unit)
Writer's Workshop (1 unit)
World Literature (1 unit)
Period Seminar (i.e. Renaissance) (½ unit)
Joint Enrollment - Advanced English Courses

Grading Scale	GPA
A = 90% -100%	4.0
B = 80%–89%	3.0
C = 70%–79%	2.0
F = Below 70%	1.0-0.0

2. ***Mathematics**
Mathematics I (Algebra/Geometry/Statistics)
Mathematics Support I
Mathematics II (Geometry/Algebra II/Statistics)
Mathematics Support II
Mathematics III (Advanced Algebra/Statistics)
Mathematics IV (Pre-Calculus/Trigonometry/Statistics)
Joint Enrollment - Advanced mathematics courses

3. ***Science**
Biology I (1 unit)
Biology II (1 unit)
Botany (1 unit)
Chemistry I (1 unit)
Chemistry II (1 unit)

Comparative Anatomy (½ unit)
Earth Systems (1 unit)
Ecology (1)
Physical Science (1 unit)
Physics I (1 unit)
Joint Enrollment will offer advanced studies in Science

4. *Social Studies*

American Government (½ unit)
Civics (½ units)
Economics (½ unit)
Humanities/Social Studies (½ unit)
US History (1 unit)
World Area Studies (1 unit)
World Geography (1 unit)
World History (1 unit)
Joint Enrollment will offer advanced studies in Social Studies.

GENERAL STUDIES/ELECTIVES

5. *Health & P.E.*

Aerobic Dance (Beginning & Intermediate) (½ unit)
Body Sculpting (½ unit)
Exercise & Weight Control (½ unit)
Personal Fitness (½ unit)
Physical Conditioning (½ unit)

6. *Computer Science*

Computer I (1 unit)
Computer II (1 unit)
Cooperative Business Education (1 unit)
Multimedia Applications (1 unit)
Desktop Publishing (1 unit)
Web Page Design (1 unit)
Graphic Arts Technology (1 unit)
Information Systems Management (1 unit)
Broadcast and Video Production (1 unit)

7. *Medical Technology*

Allied Health Occupations (1 unit)

8. *The Arts*

Graphics Animation & Design Projects
Visual Arts/Applied Design I, II, III, IV

- 9. *Drama***
Advanced Recording and Post Production Techniques (1 unit)
Dramatic Arts Acting I, II, III (1 unit)
Dramatic Arts/Film/Video & Television I, II (1 unit)
Dramatic Arts/Fundamentals I, II, III, IV(1 unit)
- 10. *Bible/ Christian Growth***
Old Testament
New Testament
Life Of Christ
Church History
- 11. *Foreign Language (Rosetta Stone)***
Chinese I (1 unit)
Chinese II (1 unit))
French I (1 unit)
French II (1 unit)
German I (1 unit)
German II (1 unit)
Russian I (1 unit)
Russian II (1 unit)
Spanish I (1 unit)
Spanish II (1 unit)
- 12. *Speech***
Public Speaking

Note: Third year courses in Foreign Language will be conversations courses or literature courses

Internships - All students in grades 11 and 12 will have the opportunity to participate in an Internship. Credit for these internships will be determined on an individual basis.

GRADUATION REQUIREMENTS

All graduating students meet the following requirements:

Areas of Study Required	Units
Language Arts	4*
Mathematics	4*
Science	4*
(The 4th science unit may be used to meet both the science and an elective requirement.)	
Social Studies	4*
Modern/Classical Language and/or Technical Education and/or Fine Arts	3
Health and Physical Education	1
Electives	4
Total Units (Minimum)	24

* For admission to a University System of Georgia College or university, students are required to pass specific courses in each academic area, including two units of the same Modern or Classical Language. Core academic courses, both required and elective, are included in calculation of the HOPE GPA for HOPE Scholarship eligibility.

The choices you make now about high school and going on to further your education will affect your income and career opportunities for the rest of your life. Here are some numbers about income level, contrasted with unemployment rates for the same education levels.

Education Level	Median Annual Earnings of Individuals 25 and older*	Unemployment Rate*
High school dropout	\$23,452	14.1%
High school graduate	\$33,176	9.4%
Associate's degree	\$39,936	6.8%
Bachelor's degree	\$54,756	4.9%
Master's degree	\$65,676	3.6%

*Sources: *U.S. Bureau of Labor Statistics, Current Population Survey, 2011*

High School Special Options and Opportunities

1. **Approved Online Courses**

Courses must be prescribed by the instructor and approved by the director for graduating credits.

2. ***ACCEL/Joint Enrollment*** - Students will be encouraged to enhance their educational experience by taking courses through Joint Enrollment programs at CSU and GPC

CLAYTON STATE UNIVERSITY

- a. Must be in College Preparatory Classes
- b. Must have a 3.0 Grade Point Average
- c. Must have an SAT score of 1010.
- d. Must have a verbal score of 530 to take English or Social Studies

GEORGIA PERIMETER COLLEGE

Must have a 2.0 Grade Point Average

3. ***Honors in any Academic Class*** - Student must have read 2 additional books to those required in class and receive an A- or better in the class.
4. ***Honor Graduate*** - To qualify for the distinction of HONOR GRADUATE the student must have a 3.5 grade point average for four consecutive years.
5. ***Honor Roll*** - To qualify for Honor Roll, a student must have a 3.5 grade point average.
6. ***High Honor Roll*** - To qualify for High Honor Roll, a student must have a 3.75 grade point average.
7. ***Valedictorian and Salutatorian*** - The valedictorian and salutatorian for each graduating class shall be those students who have attained the highest academic averages. These averages shall be computed at the conclusion of the third nine weeks of the senior year.
8. **HOPE Program** - The HOPE (Helping Outstanding Students Educationally) grant program will assist graduating high school students who meet certain requirements, with financial assistance for post-secondary study at Georgia public colleges and universities and in some instances, private institutions.

Internship/ Experiences - Students will be given the opportunity to participate in the Internship / Coop and Apprenticeship experiences during their junior and senior year.



Metropolitan Career School

Adult High School Diploma Program

The Adult High School Diploma Program is for anyone who wants to complete his/her high school education and earn a diploma. The Adult High School classes are offered at MCS.

Adult High School classes operate on an eight week block schedule. Five, eight week sessions, are scheduled each year. Morning, afternoon, and evening classes are available.

One unit of credit is earned for each course that is successfully completed.

A graduation ceremony is held for all students that have completed during the previous year.

Special Note About Minors

Minors 16 – 17 years of age must have a completed Minor Permission Form prior to enrolling in any Adult Education program, assessment activity, or class. Students can either pickup the Minor Permission Form in person at MCS admissions office or have the form mailed.

Minors 16-17 years of age that hold a current drivers license must meet specific requirements to keep their license valid. The student must maintain good academic standing and attend class a minimum of 60 hours per month.

High School Credit Program

Our credit recovery courses are self-contained, independent study units designed to supplement your school's existing curriculum and give students a chance to earn credit in subjects they previously failed. After first obtaining approval for credit recovery courses from their school counselor, principal or other authorized school official, students complete the courses independently and submit their work to MCS for evaluation. Our evaluators then report the student's grade to the student's guidance counselor, who will assign a grade and credit.

Steps to Register:

1. Send us your high school transcripts for review.
2. Make an appointment with the admissions advisor to help determine if the GED® or high school diploma is a better option for you. Our admissions advisor can help you map out a plan of action including career guidance/post-secondary education. Note: documented previous education, training and work experience may also be used toward high school credit requirements.
3. Take classes.
Classes can be taken as prescribed via at-home or at-school at your own pace. All final exams must be administered on campus or with an approved proctor.

Frequently Asked Questions

- Q) What classes are you offering with this blended online model?
A) All classes needed for a high school diploma: Math, Algebra, US History, World History, Civics, Economics, Health, English, Earth Science, Physical Science, Electives.
- Q) What does the term “Blended Online” mean anyway?
A) This refers to the way the course is set up. All students enrolled in this course will attend class two nights a week. Students will be able to access instruction at home, which allows students to get through course work faster. Testing is done in the classroom.
- Q) What if I don’t get my work done on time or fall behind?
A) Students who fail to complete the assignments will not earn credit. If you need 10 credits you will need to stay on task and complete all assignments. You will earn credit only for assignments that are completed.
- Q) What if I need fewer than 10 credits?
A) You will only need to complete work required for you to earn the amount of credits that you need. Once you are finished with your specific number of credits, you no longer need to attend class.
- Q) How do I get started?
A) Contact your high school counselor for more information on concurrent enrollment, or call the adult school admissions advisor at MCS
- Q) Can I get credits for work experience and/or college classes?
A) You may earn up to 30 elective credits for work experience and yes, you may earn credits from college courses either for electives or specific courses

Promotion/Retention For All Grade Levels

A student will continue to advance to the next grade as far as his learning center is concerned, but the credits which he earns determines his actual grade level. This is a Mastery-Based Program; therefore, no one is socially promoted or held back in a lockstep group. The student must complete the work before promotion to the next grade level.

The following are the conditions which require a student to attend summer school if it's available:

- Those students who are academically off their level for graduation.

- Those students who do not complete a year's worth of work to maintain academic balance.

Summer school is not to be used to get ahead in credits or grade level. Students who transfer out of MCS and who are behind academically in two or more subjects will be required to repeat the grade that they are in.

UNACCEPTABLE USES OF THE COMPUTER NETWORK OR THE INTERNET

The following uses of the account provided by the school district are unacceptable:

1. Selling or purchasing any illegal substance;
2. Accessing, transmitting, or downloading, pornographic, obscene depictions, harmful materials, or materials that encourage others to violate the law.
3. Transmitting or downloading confidential information or copyrighted materials.
4. Uses that involve obtaining and or using an anonymous e-mail site.
5. Uses that cause harm to others or damage to their property are unacceptable.

Unacceptable uses include, but are not limited to the following:

1. Deleting, copying, modifying, or forging other users e-mails, files, or data;
2. Accessing another users email without their permission;
3. Damaging computer equipment, files, data or the network;
4. Using profane, abusive, or impolite language;
5. Disguising one's identity, impersonating other users, or sending anonymous e-mail messages.
6. Threatening, harassing, or making defamatory or false statements about others;
7. Accessing, transmitting, or downloading offensive, harassing, or disparaging materials;
8. Accessing, transmitting or downloading computer viruses or other harmful files or programs, or in any way degrading or disrupting any computer system performance;
9. Accessing, transmitting or downloading large files, including "chain letters" or any type of "pyramid schemes."
10. Using any school computer to pursue hacking, internal or external to the district, or attempting to access information that is protected by privacy laws.

GOVERNING BOARD

Members include, but not limited to:

Mack Freeman
Chairman

Aaron Sims
Vice Chairman

E. Baskin
Secretary

School Based Management Team

The school based management team has been implemented as an organized effort to set an active authority among students and instructors of MCS any grievance shall be reported to this team and principal of MCS before being transferred to the governing board.

The SBMT will consist of in house staff, parent(s) and student(s).

CONTACT INFORMATION:

MCS

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