



CITIZENS' HIGH SCHOOL

# SCHOOL BULLETIN



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# Citizens' High School

SCHOOL CATALOG PUBLISHED BY:  
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**The Mission of Citizens' High School is:** To provide an outstanding independent study education leading to an accredited Citizens' High School diploma to people from young teenagers to senior citizens and from all walks of life who prefer to pursue their education in a nontraditional high school setting.

**The Goals of Citizens' High School are:** (1) To continue providing a viable social service in the form of well-educated, motivated graduates able to successfully continue their education on a postsecondary level, if they so desire, and to obtain employment and succeed in their career goals; (2) To continue to develop programs, utilizing a self-directed homestudy format, that meet or exceed traditional high school state and national common core standards; (3) To continue to provide continued research and development of new learning and study techniques that meets the educational needs of teenagers and adults in secondary and postsecondary studies; (4) To continue providing programs which allow each student to renew a belief in his or her limitless potential while recognizing and developing his or her own unique individuality and talents; (5) To continue providing students with a well-rounded, viable academic foundation which will allow our graduates to function successfully as meaningful members of society and well-informed consumers.

## ★★★ Accreditation ★★★

Citizens' High School is accredited by the Distance Education Accrediting Commission. The Distance Education Accrediting Commission is listed by the U.S. Department of Education as a nationally recognized accrediting agency.



Distance Education Accrediting Commission  
1101 17th St. NW, Suite 808, Washington, D.C. 20036  
Phone: (202) 234-5100 Fax: (202) 332-1386  
Website: [www.deac.org](http://www.deac.org) E-mail: [deac@deac.org](mailto:deac@deac.org)



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## ★★★ GENERAL INFORMATION ★★★

### ■ SCHOOL PROFILE

Citizens' High School is an accredited, independent study high school. The school was founded in the summer of 1981 to provide people who had not completed their high school education an opportunity to earn their diploma. Citizens' program is individualized instruction using correspondence for communication between the school and the student. We observe a year-round calendar. Students begin and complete coursework and grade levels at non-traditional times. A reasonably motivated student could complete an academic year well ahead of students enrolled in a traditional, group-paced school.

Our student body is comprised of students who range in age from young teenagers to senior citizens and who come from all social and economic backgrounds. We serve a wide variety of special groups: teenagers from home school families in all 50 states; children of American families living overseas; students unable to pursue their education in a resident setting due to unique personal reasons, family or work commitments, illness, or handicaps; and professional athletes and entertainers.

Citizens' 9th-12th grade curriculum is designed to give each student enrolled in either the general studies or the advanced/academic program of study a solid foundation in the basic academic areas of English, math, science, and social studies. Students interested in a vocational career may also select electives in a wide range of business and vocational subjects. Citizens' subjects are also available individually for transfer credit to local public or private high schools with independent study programs.

Each subject is built around the latest edition of standard high school textbooks from major educational publishers. These texts have been converted to correspondence through the use of study guides which act as a "teacher at home," offering the student step-by-step incremental learning built around general learning tips, self-check exercises, and general instructions. Many subjects also have workbooks and, if applicable to the subject, a student data CD which provides additional learning resources.

A minimum of sixteen units of credit earned in grades 9–12 must be completed in order to graduate. One unit of credit is granted for successful completion of two semesters work or its equivalent. A maximum of twelve previously completed credits (except physical education, driver's training, religion, chorus, band, or ROTC) approved by CHS may be applied toward the required sixteen units. A student must complete a minimum of four (4) credits with Citizens' in order to receive a CHS diploma, regardless of how many credits they have earned at any other institution. An official Citizens' High School grade transcript is, therefore, not a cumulative academic record and reflects only those credits earned from Citizens' High School.

The following credits are required for graduation:

Academic Studies: 4 English, 3 math, 3 science, 3 social studies, 1 life management, 2 electives.

General Studies: 4 English, 2 math, 2 science, 3 social studies, 1 life management, 4 electives.

Citizens' High School does not rank its students. Given the diversity of our student body, particularly in terms of where and when students last attended high school, we do not have an accurate comparative basis upon which to establish rank in class.

Citizens' High School has been accredited by the Distance Education Accrediting Commission, Washington, D.C. since January 28, 1984. The Distance Education Accrediting Commission is listed by the U.S. Department of Education as a nationally recognized accrediting agency. If verification of accreditation is required, the list of DEAC accredited schools can be found on the DEAC website: [www.deac.org](http://www.deac.org) or the DEAC may be reached at (202) 234-5100.

In addition, Citizens' is in compliance with s.1002.42, Florida Statutes, requiring the yearly completion of the Florida Department of Education's Nonpublic School Annual Survey. Citizens' is listed in the Florida Department of Education Directory of Nonpublic Schools under District 10: Clay County, School number 1345.



## ■ MISSION, GOALS, EDUCATIONAL OBJECTIVES

Citizens' is making a genuine contribution to the restoration of quality education by providing the opportunity to complete high school to students unable to pursue their education in a resident setting due to unique personal reasons or family and work commitments.

In addition to building on a strong ethical foundation in place since inception, Citizens' High School's mission, goals, and education objectives are as follows:

- **Mission:** The mission of Citizens' High School is to provide an outstanding independent study education leading to an accredited Citizens' High School diploma to people from young teenagers to senior citizens and from all walks of life who prefer to pursue their education in a nontraditional high school setting.

- **Goals:** (1) To continue providing a viable social service in the form of well-educated, motivated graduates able to successfully continue their education on a postsecondary level, if they so desire, and to obtain employment and succeed in their career goals; (2) To continue to develop programs, utilizing a self-directed homestudy format, that meet or exceed traditional high school state and national common core standards; (3) To continue to provide continued research and development of new learning and study techniques that meets the educational needs of teenagers and adults in secondary and postsecondary studies; (4) To continue providing programs which allow each student to renew a belief in his or her limitless potential while recognizing and developing his or her own unique individuality and talents; (5) To continue providing students with a well-rounded, viable academic foundation which will allow our graduates to function successfully as meaningful members of society and well-informed consumers.

- **Objectives:** (1) Demonstrate an increase in the graduation rate for the current academic year; (2) Demonstrate a decrease in student non-starts for the current academic year; (3) Continue to increase the number of public and private resident high schools across the country who use our courses as part of their student retention/credit makeup programs; (4) Demonstrate and maintain an overall positive approval rating of 90% or higher by students for: (a) each subject offered within their program of study; (b) achievement of the students' learning goals, and (c) satisfaction with their studies. (5) Demonstrate through active student/graduate feedback, referrals, and surveys that Citizens' High School's educational mission and goals are being met.

## ■ INSTRUCTIONAL MATERIALS

Citizens' High School courses are available individually or as part of a high school curriculum. Citizens' program is individualized instruction using correspondence for communication between the school and students. Each course has a textbook and a study guide. Many subjects also have a workbook and, if applicable to the course, a student data CD. All educational materials are furnished by Citizens' High School.

From its inception, Citizens' has supplemented its traditional academic high school subjects with an array of vocational subjects designed to enhance a student's marketable skills. Thus, Citizens' offers two major categories of subjects: academic and vocational.

All of Citizens' academic subjects are built around standard high school textbooks routinely used in resident high schools around the country. Citizens' uses the latest textbook editions available and follows a policy of replacing textbooks when new editions are issued. These textbooks have been converted to correspondence study through the development of course study guides.

Each course comes with a study guide which offers the student step-by-step incremental learning built around general learning tips, self-check exercises, and general instructions, and includes examinations to be completed on the open book principle and mailed to the school for grading.



## ■ HOW HOME STUDY WORKS

Citizens' program is individualized instruction using correspondence for communication between the school and the student. Upon receipt of the Enrollment Agreement and tuition, the first course materials are sent, including the *CHS Student Handbook* which explains how to begin and other necessary information.

Each student studies at his or her own pace. Within each course, self-check exercises allow the student to check what they have learned. The student may call, write, fax, or e-mail any of our Student Services Counselors at any time extra help is needed with a subject. When the student feels ready, he or she takes an examination and mails it to Citizens' for grading by a qualified teacher.

At the school, a teacher personally corrects the exam, adding helpful comments and suggestions, if needed, and the school mails it back to the student after recording his or her grade in the student's academic records. As each subject is completed, students receive a Certificate of Completion/Grade Report. After completing all required subjects and paying his or her financial account in full, the student is awarded an accredited high school diploma.

## ■ STUDENT RECORDS AND FERPA

All student records are maintained at Citizens' administrative offices in Orange Park, Florida. To assure confidentiality of a student's records in accordance with state statutes and with The Family Education Rights and Privacy Act (FERPA), as amended by the U.S. Congress, Citizens' High School will not release any information concerning a student's school records, grades, or status without the written permission from the student's parents/guardians if a student is under 18 years of age or without the written permission from a student if the student is 18 years of age or older. NOTE: Academic records and grade transcripts cannot be released until all financial obligations to the school are met.

## ■ TRANSFER STUDENTS

Students selecting one or more Citizens' subjects to be used for credit in another high school must have a list of required subjects and written approval from a school official. If at the time of enrollment, we have not yet received a list of approved courses and grade levels from a school official, the Citizens' High School Curriculum Summary report included with the student's acceptance letter will only show the initial subject(s) set up per the student's request pending written notification of the required subjects. It is important that we receive this list of subjects as soon as possible so the required curriculum needed to transfer back to the student's other high school can be finalized.

## ■ STATE OF FLORIDA STATUTES

State of Florida statutes governing high school students residing in the state of Florida who are enrolled in an independent study/homeschool program require that thirteen (13) core curriculum credits out of the total high school credits earned be in these subject areas: English: 4 credits; Science: 3 credits; Math: 3 credits; Social Studies: 3 credits. The curriculum of Florida students will be set up to ensure compliance with these requirements.

## ■ COMPULSORY AGE STUDENTS

The parents/guardians of those students who are within the compulsory school attendance age of their state of residence are responsible for contacting their local school district/board to make sure the student is in compliance with any laws or regulations governing students enrolled in a homeschool/independent study program prior to enrolling with Citizens' High School.



## ★★★ SCHOOL POLICIES & PROCEDURES ★★★

### ■ INDIVIDUAL COURSE PROGRAM

Citizens' courses may be used for personal enhancement or to fulfill graduation requirements from your local high school. Acceptance of individual course credits is at the discretion of each high school. Before enrolling, the student should check with their counselor or principal and obtain their *written approval* for the course(s) they plan to take. Schools sometimes limit the number of independent study credits they will accept toward graduation.

Important: It is the student's responsibility to be sure he or she is enrolled in the correct course(s) and that prerequisites have been met. Citizens' High School cannot accept responsibility for enrollment in incorrect courses or changes in requirements by other schools.

Individual courses must be completed within one year of enrollment acceptance. If the student does not complete an individual course within the one year time period, no failing or incomplete grade will appear on their official record. Once a course expires, a reinstatement is possible if the course has not been revised or discontinued. Upon reinstatement and payment of any associated fees, a student will have six months to complete the course.

### ■ CITIZENS' HIGH SCHOOL DIPLOMA PROGRAM

Compulsory Age Students: Students who are under the compulsory school attendance age of their state must have written permission to enroll from either a parent, legal guardian, or an authorized school official. Parents and legal guardians of compulsory age students should contact their local school district to make sure they are in compliance with any local or state regulations governing students enrolled in a home school program *before* enrolling with Citizens' High School. If it is not possible to work for a high school diploma from a regular high school, compulsory age students may earn an accredited high school diploma through Citizens' High School.

Adult Students: For individuals who did not previously graduate, Citizens' High School provides an opportunity to earn a high school diploma accredited by the Distance Education Accrediting Commission.

An individual may enroll at any time during the year and fulfill the requirements as they desire. The high school diploma program must be completed within three years of enrollment acceptance. Extensions to the three year deadline are approved on a case-by-case basis. Upon approval of an extension and payment of any associated fees, the student will have one year to complete the program. Since our program is self-paced, the student may complete each course as rapidly as possible or take up to the three years to complete the entire program.

Students enrolling in the Citizens' High School diploma curriculum must complete sixteen (16) units of credit to graduate. Full credit is given towards the sixteen credits for all independent Citizens' High School subjects previously taken. CHS will also accept up to twelve verifiable high school credits from previous high schools (except Physical Education, Driver's Training, Religion, Chorus, Band or ROTC) toward the completion of the 16 credits required for graduation.

### ■ PREVIOUS HIGH SCHOOL CREDITS

In order to receive credit for previously completed high school courses (9th - 12th grades), an *official* grade transcript with school official signature and/or school seal must be sent directly to Citizens' High School from each school previously attended. Transcripts not in English must be translated by a certified interpreter before Citizens' will evaluate them.

After reviewing the student's transcript(s), Citizens' will notify the student, in writing, of the number of courses required to graduate and any required adjustment in tuition. A minimum of four (4) courses must be completed to receive a Citizens' High School diploma regardless of how many credits were previously earned at any other institution.



PLEASE NOTE: High school credits earned by a student from a homeschool or a non-accredited or unlicensed private school must be validated/evaluated by a state-certified teacher. If a student indicates at the time of enrollment that previous high school credits were earned through homeschooling, the documents and evaluation forms that must be completed before his or her enrollment can be accepted will be sent to the student.

## ■ HOW TO ENROLL

Any person who has a working knowledge of the English language may enroll in Citizens' High School. Citizens' does not discriminate on the basis of race, creed, sex, ethnic or national origin.

The school is open year-round, so students may enroll at any time. To enroll for one or more individual courses, students should complete the Citizens' Individual Course Program section on the CHS Enrollment Agreement, attach a written list of courses requested, and mail it with a check, money order, or credit card information for tuition to the school. To enroll in the high school diploma curriculum, students should complete the Citizens' High School Diploma Program section on the CHS Enrollment Agreement, check a program of study (either General or Academic) on the back page of the Enrollment Agreement, and mail it with a tuition down payment to the school.

The down payment *must* be included with the enrollment agreement in order for a student's enrollment to be processed. Faxed enrollment agreements will be accepted for processing only if the down payment is to be made by credit card. Any enrollment agreement submitted to the school that is incomplete, with illegible information, and/or is unsigned, will be returned to the applicant for completion.

If there are questions concerning enrollment, the student may contact the Citizens' High School Admissions Department by phone (904) 276-1700; fax: (904) 272-6702; or via e-mail at: [studentservices@citizenschool.com](mailto:studentservices@citizenschool.com). The enrollment agreement, tuition payment and any other inquiries and correspondence should be mailed to: Citizens' High School, PO Box 66089, Orange Park, FL 32065.

## ■ SHIPMENT OF SUBJECTS

### General Information

Upon the receipt and processing of the student's Enrollment Agreement by the Citizens' High School Admissions Department, the first subject in the student's curriculum will be promptly packaged and mailed. Course material will be sent U.S. Mail media rate unless other arrangements have been made with the school. **Important:** if the first course materials are not received within four weeks from the time the enrollment agreement is sent to the school, *please notify the school immediately*. Overseas students should allow 3-5 weeks for delivery.

The *CHS Bulletin* (school catalog) and the *CHS Student Handbook* will be included with the student's first subject. It is very important for the student to read all information contained in the handbook and school catalog before starting to work on their first subject.

### Monthly Tuition Payment Plan

When at least one exam in the student's first subject has been completed and required monthly tuition payments have been made, the school will then ship the next subject. Starting with this next subject and continuing with all subjects thereafter, when at least one exam from the subject on hand has been received by the school for grading, and if required monthly tuition payments are current, the school's computer will automatically list the student's name on one of our weekly shipping reports and the next subject will be promptly packaged and mailed to the student.





After the first subject has been completed, more than one subject at a time may be sent at the discretion of the Education Director depending upon the amount of tuition that has been paid to the student's account. However, students are allowed to have no more than four subjects (one academic year) on hand at a time. If a student has four subjects on hand, another subject will not be shipped until at least one subject out of the four on hand has been completed.

PLEASE NOTE: Monthly tuition payments must be made when due regardless of a student's academic progress. Shipment of coursework will be held until any past due monthly payments are brought current. All required monthly payments for an academic year's tuition must be paid in full before the school will begin shipping subjects for the next academic year.

### **Yearly Tuition Payment Plan**

School policy allows a student to have up to four subjects (one academic year) on hand to work on when the tuition for an academic year has been paid in full. Therefore, when the first exam from the student's first subject has been received by the school, the remaining subjects (up to three) in the student's current academic year will be promptly packaged and mailed.

If a student is enrolled for more than one academic year, all subjects (up to four) in the next academic year will be mailed at the same time when all coursework in the current year is complete and the next academic year's tuition has been paid in full.

PLEASE NOTE: if at the time of enrollment acceptance the student has paid his or her first academic year's tuition in full by check, the student's first subject will be promptly packaged and mailed. There will be a 15 business day hold on all further course shipments until the student's tuition check has cleared the bank.

### **School Hold on Shipping**

The school will put a hold on the shipping of subjects for one or more of the following reasons:

- (1) Failure to submit grade transcripts for evaluation of previous credits earned. No more than two subjects will be sent to the student until a grade transcript is received by the school for evaluation.
- (2) Failure to pay required tuition payments when due. Shipping of subjects will resume when a student's account is brought current.
- (3) If a student's tuition payment check is returned by the bank, his or her account will be put on hold until all past due payments and returned check fees are paid. There will be an automatic 15 business day hold on further shipment of subjects for any subsequent payments made by check.
- (4) A student can have no more than four subjects (one academic year) on hand. Shipping of subjects will resume when one or more subjects on hand are complete.

### **■ SCHOOL HOLIDAYS**

Citizens' High School observes the following holidays each year: Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas, and New Year's Day. If any holiday falls on a Saturday, it will be observed on the preceding Friday. If a holiday falls on a Sunday, it will be observed on the following Monday.

PLEASE NOTE: The school will be closed both Thursday and Friday for Thanksgiving and will close the last two weeks in December in observation of the Christmas and New Year's holidays. The school will reopen on the first business day following New Year's Day.



## ■ HOW TO CONTACT THE SCHOOL

Depending upon the number of e-mail and fax requests received per day, the school generally responds to all requests for information within two business days of receipt. Requests for information received on a Saturday or Sunday will be answered during regular business hours the following week.

**Important Note:** To help ensure a timely response from the school, all requests for information should include the student's full name and CHS Student Number and should list either a return e-mail address or phone number (with area code). Students should keep the school updated on a timely basis of any changes to their name, mailing address, phone, e-mail address, or enrollment status with the school.

### Student Counseling and Information Request Procedures

- Written or e-mailed requests for information concerning the programs of study and curriculum contained in the CHS Bulletin (school catalog) and other information sent to the student should be directed to:  
Citizens' High School, Attn: Education Director  
P.O. Box 66089, Orange Park, FL 32065-6089  
E-mail: studentservices@citizenschool.com
- Written or e-mail requests for information concerning admissions and the school policies and procedures contained in the CHS Bulletin and other information sent to the student should be directed to:  
Citizens' High School, Attn: Executive Administrator  
P.O. Box 66089, Orange Park, FL 32065-6089  
E-mail: studentservices@citizenschool.com
- Written or e-mail requests for information concerning the submission of exams and shipment of courses should be directed to:  
Citizens' High School, Attn: Student Services Administrator  
P.O. Box 66089, Orange Park, FL 32065-6089  
E-mail: studentservices@citizenschool.com
- Requests for help with coursework should be directed to:  
Written Requests: Please include the course code in the address Attn: section for the subject where help is needed. Example: Attn: Teacher Assistance for EN48.  
Citizens' High School, Attn: Teacher Assistance for \_\_\_\_\_  
P.O. Box 66089, Orange Park, FL 32065-6089  
E-mail Requests: Please include the course code in the Subject field of your e-mail.  
E-mail: courseworkhelp@citizenschool.com
- Requests for information may also be made to a Student Services Counselor by phone or fax:  
Phone: (904) 276-1700 (11:00 A.M. to 3:00 P.M. EST)  
Fax: (904) 272-6702 (available 24 hours daily)
- **Important Note:** *All requests for information or help with coursework must include the student's full name and CHS Student Number.* For students requesting help with coursework, please be specific in your written request or e-mail about which problems, examples, a chapter exercise, page numbers in your texts, and/or specific concepts that you need help with understanding. The more definite your inquiry the more definite the teacher can make his or her reply.



## Student Grievance Procedures

Providing the very best educational program and services to all students is very important to us. Resolving problems with service for students in a prompt and courteous manner is a top priority of all of us at Citizens' High School. However, should any student and/or parent have questions, concerns, or should ever be unsatisfied with any part of the program of study or services provided by Citizens' High School, including but not limited to a misunderstanding of administrative policies and procedures, financial, technical, program content and curriculum, teachers and grading, any unreasonable delay of services, or filing an appeal of an adverse administrative decision made by the school as it relates to dismissal of a student for academic misconduct, the student may contact the school's Administrator of Student Services at:

**address:** Citizens' High School  
Attn: Student Services Administrator  
P.O. Box 66089  
Orange Park, FL 32065-6089  
**phone:** (904) 276-1700 (11:00 A.M. to 3:00 P.M. EST)  
**fax:** (904) 272-6702 (available 24 hours daily)  
**e-mail:** studentservices@citizenschool.com

The school generally responds to all complaints of service within two to five business days of receiving the student request or grievance. Requests received on a Saturday or Sunday will be answered during regular business hours the following week. If the complaint of service made by the student/parent to the Student Services Department is not adequately addressed or resolved to the student's and/or parent's satisfaction, the student and/or parent should present all facts of the grievance, in writing, or by e-mail, within seven business days to the School's Executive Administrator at:

**address:** Citizens' High School  
Attn: Executive Administrator  
P.O. Box 66089  
Orange Park, FL 32065-6089  
**e-mail:** studentservices@citizenschool.com

The Executive Administrator will form a committee of appropriate school officials to evaluate the grievance within five business days of receipt of the facts from the student and/or parent. In the unlikely event that all grievance procedures with the school have been exhausted and the student's complaint has still not been resolved to his or her satisfaction, the student may contact the school's accrediting agency at:

**address:** Distance Education Accrediting Commission  
1101 17th St. NW, Suite 808  
Washington, D.C. 20036  
**phone:** (202) 234-5100  
**fax:** (202) 332-1386  
**website:** [www.deac.org](http://www.deac.org)  
**e-mail:** [deac@deac.org](mailto:deac@deac.org)



## ★★★ TUITION AND FEES ★★★

All tuition and fees must be paid in U.S. currency, drawn on a U.S. bank. Canadian postal money orders and international money orders in U.S. funds are also accepted.

### ■ TUITION

The tuition prices for the Individual Course Program and the Citizens' High School Diploma Program are listed on the Citizens' High School Enrollment Agreement. The tuition includes all educational materials, which are kept by the student, and personalized exam correction by qualified teachers. Shipping/handling fees are not included in the tuition.

### ■ POSTAGE AND MAILING

Educational materials are normally sent U.S. mail media rate and it usually takes 7 to 10 days for delivery in the continental U.S. Shipping and handling fees for these mailings are not included in the tuition. The student is responsible for postage on mailings to the school. Special Handling - Priority, 2-day or overnight delivery, or any other special arrangements for shipping books or other materials, are available and must be prepaid prior to shipment. Contact the school to make arrangements for special handling.

### ■ AIRMAIL FEES

Students living outside the United States will be charged for the additional cost of mailing educational materials and should allow three to five weeks for delivery. The airmail fee for the courses will vary depending on the weight of materials and location.

Students enrolling in the Citizens' diploma program should send an additional \$75.00 U.S. dollars with the enrollment contract. After reviewing the student's transcript to confirm the necessary required subjects and the student's choice of electives, CHS will notify the student of the exact amount required for airmail postage minus the \$75.00 already submitted. The student should send an international money order or check drawn on a U.S. bank for the full amount.

Students enrolling to take a subject in the individual subject program should submit an additional \$25.00 U.S. dollars with the enrollment agreement. Final adjustments will be made after the enrollment has been received.

### ■ SCHEDULE OF FEES

#### • Pre-enrollment Transcript Evaluation

- \$20.00 fee for a pre-enrollment evaluation of a student's transcript
- If the student subsequently enrolls with Citizens', the charge will be credited to the student's account.

#### • Late Payment/Returned Check Fees

- \$10.00 late fee if tuition payment not received within 15 days from due date
- Returned check fees are charged to a student's account as follows:
  - \$25.00 fee for bank returned checks of \$50.00 or less;
  - \$30.00 fee for bank returned checks of \$51.00–\$300.00;
  - \$40.00 fee for bank returned checks of \$301.00 or more.

#### • Makeup Exams

- \$5.00 fee for each exam that must be resubmitted due to a failing or incomplete grade

#### • Shipping and Handling

- \$10.00 fee per course will be charged at the time of course shipment



- **Course Substitution/Replacement Fees**

- The cost to replace texts and/or workbooks varies from subject to subject. Contact the school for the exact replacement fee.
- Replacement fees will apply for all coursework lost in shipment due to failure of the student to notify the school of an address change.
- \$25.00 to replace any subject's study guide
- No charge for course substitutions if *all* material for the course being returned is sent back in *new, reusable* condition, the course has not been revised or discontinued, and no exams have been submitted for grading. Otherwise, the replacement fees for educational materials apply. No replacement/substituted courses will be sent to the student until any and all required fees are paid.

- **Revised/Discontinued Courses**

- After the Individual Course Program one year deadline or the High School Diploma three year deadline has expired, any incomplete courses the student has "on-hand" that have been revised or discontinued will not be accepted and replacement fees will apply for all school required substitutions.

- **Grade Transcripts/Diplomas**

- No fee is charged for the first official grade transcript issued at the time of graduation. A \$5.00 fee per transcript will be charged for the second and any subsequent official grade transcript requests.
- No fee is charged for the diploma and cover issued to the student at the time of graduation. A \$25.00 fee will be charged to replace a diploma previously issued with another signed original.

- **Course Extension Request - Individual Course Program**

- A request for an individual course extension *must be in writing* and approval is for six (6) months only.
- \$10.00 fee per incomplete course if the request and fees are received *prior to* the one year deadline date.
  - \$20.00 fee per incomplete course if the request and fees are received *after* the one year deadline date.

- **Course Extension Request - High School Diploma Program**

- A request for a diploma program extension *must be in writing* and approval is for one (1) year. Any further extension requests are answered on a case-by-case basis.
- \$20.00 fee per incomplete course if the request and fees are received *prior to* the three year deadline date with no required registration fee and no increase in tuition.
  - \$20.00 fee per incomplete course plus a \$25.00 reenroll fee if written request and fees are received *after* the three year deadline date with the total tuition costs being subject to any tuition price increases that may be in effect at the time the request and fees are received. Increased difference in total tuition costs will be added to the student's account and billed monthly.
  - Restart - students may stop and then restart submitting exams at any time within their three year time limit with no further charges if their account has been paid in full and *all* exams are ultimately submitted prior to their three year deadline date. Otherwise, the above extension fees apply.

- **Delinquent Accounts**

If a student fails to make a required tuition payment for a period exceeding 90 days, his or her enrollment status will be transferred to inactive. Inactive students may reenroll at any time within their enrollment contract time limit by submitting a written request for reinstatement along with any past due tuition payment(s) to the school. The written request and tuition payment must be received prior to submitting exams for grading or receiving further coursework.



## ★★★ STANDARDS OF PROGRESS & GRADING ★★★

### ■ HONOR SYSTEM

A high sense of personal honor and integrity is imperative in all contacts with the school and in the completion of Citizens' High School courses. Although students may receive help from others in preparing for exams, all exams must be done without cheating or plagiarizing. Students may discuss any of the textbook lesson material with others, but the actual responses on the required school work that is to be submitted to the school for grading *must be the students' own*. Unsatisfactory academic conduct shall be defined as cheating on exams by copying someone else's work, having someone else take the exam and then falsely certifying that the work is your own, and/or plagiarizing the work or ideas of others by trying to pass them off as your own on exams.

If unsatisfactory academic conduct is established to the satisfaction of the School in any subject, the student's enrollment will be cancelled and a failing grade will be given in the subject. The student will be notified in writing of his or her cancellation and the student's tuition will be refunded in accordance with the school's Cancellation and Refund Policy.

### ■ SUBMITTING EXAMS TO CHS

All Exam Answer Sheets must be either mailed to Citizens' High School via U.S. Postal Service or another reliable mail carrier **OR** scanned and e-mailed to [studentservices@citizenschool.com](mailto:studentservices@citizenschool.com). NOTE: Faxed exams will not be accepted. Mailing envelopes are provided with the course materials. Please put sufficient postage on all exams mailed to Citizens' High School—the post office returns all exams lacking sufficient postage. Also, exam copies or rough drafts should be kept by the student in case any exam is ever lost in the mail or not received by the school via e-mail.

Each Exam Answer Sheet has a *Student Form and Exam Certification* section at the top of the first page. Any Exam Answer Sheet submitted to the school by mail or e-mail without the *Student Form and Exam Certification* section filled out completely and signed will not be graded and will be returned to the student for completion.

We recommend that each Exam Answer Sheet for a subject be mailed to the school for grading as soon as it is completed. Since much of a subject's instruction "builds" on what was learned in previous lessons, it is important for students to have exam results back to ensure they are learning the material correctly and building the proper foundation for the following lessons and exams. However, while submission of a subject's exams one at a time is encouraged, it is not required. Students making good academic progress may submit more than one exam at a time to the school for grading.

Any exam with an incomplete or failing grade must be redone and resubmitted. A makeup exam will be sent to the student for each exam with an incomplete/failing grade. A student must complete and pass all exams in a course before a final grade and a Certificate of Completion/Grade Report will be issued.

**NOTE:** The exception rule to the CHS school policy for the submission of makeup exams states: [1] ALL exams in a subject must have been submitted for grading; [2] Each failed exam must have been resubmitted for a passing grade at least once; [3] For the makeup exam(s) which must be resubmitted for a passing grade a second time, the student may elect to take a "0" (zero) grade in lieu of resubmitting a second makeup exam *only if* the overall grade average for a subject (including all "0" grades) is a "70" or higher; [4] The request to take a "0" grade in lieu of resubmitting a second makeup exam *must be in writing* and signed by the student and/or parent.

After exams arrive at CHS, it takes one to two days to process and distribute them to the teachers for grading. Teachers are allowed up to five days to grade and return all exams. It then takes the office one to two days to input grades and mail the exams back to students.



## ■ COMPLETING THE PROGRAM

Students have up to one year to complete a course taken in the Individual Course Program. Students enrolled in Citizens' diploma curriculum have up to three years (36 months) to complete the entire program.

It is possible to receive an extension if the student is unable to complete coursework within the above time limits. A written request and any required fees need to be sent to the school *prior to* the course or program expiration date. Please see the *Schedule of Fees* in this catalog for any required fees to be sent along with the written request.

## ■ AFTER THE PROGRAM EXPIRES

If a student does not complete a course taken in the Individual Course Program within one year of enrolling or a student does not complete his or her CHS Diploma Program within three years (36 months) of enrolling, and an extension request has not been received, the student will be deemed to be making unsatisfactory academic progress and his or her enrollment status with the school will be transferred to inactive. No failing or incomplete grade will appear on the student's official record for any incomplete course. Written requests for reinstatement to active status received after the program expiration date will be evaluated on a case-by-case basis.

## ■ ACADEMIC GOOD STANDING CERTIFICATION

Students needing verification of enrollment and satisfactory academic progress for submission to an outside agency (such as the Drivers License Bureau, Social Security, Family Services, a health or drivers insurance company), a local school board, or need a letter for employment, must meet certain requirements for academic good standing. Many of these agencies, school boards, and employers require that the student be enrolled full time, in good standing with the school, and making satisfactory academic progress in their program of study.

Therefore, to be considered in academic good standing for purposes of certification by Citizens' High School for any outside agency, school board, or employer, the student must meet all of the following standards:

1. In order to be certified as a full time student, exams must be submitted to the school for grading on a regular basis. Failure to submit an exam for a period of time exceeding 60 days will drop a student's status to half-time for purposes of certification.

2. In order to be considered as making satisfactory academic progress in the student's program of study for purposes of certification by Citizens' High School for an outside agency, subjects received within an academic year must be completed within a reasonable length of time or no later than nine months from date of receipt.

3. Before Citizens' can certify a student as in good standing with the school, a student's account must be current on all required tuition payments at the time of certification.

PLEASE NOTE: If yearly progress reports are required by a student's local school board, a letter of enrollment status along with the student's academic progress report will be sent to the student for submission to their local school board at the time the written request from the student is received by Citizens' High School.

## ■ GRADING SCALE

90 - 100 = A;    80 - 89 = B;    70 - 79 = C;    65 - 69 = D;

Below 65 is failing and the student is required to submit a makeup exam sent to him or her by the school for each exam failed.



## ★★★ ENROLLMENT CANCELLATION & REFUND POLICY ★★★

The following policy shall apply, in accordance with the Distance Education Accrediting Commission policy for accredited schools, when a student requests cancellation of their enrollment:

- (1) If Citizens' is notified of cancellation within five (5) calendar days after midnight of the day on which the Enrollment Agreement is signed, the student will be refunded all money paid to the school.
- (2) If Citizens' is notified of cancellation after five (5) calendar days, but before any lesson has been submitted to Citizens' for correction or evaluation, the student will be refunded all money paid to the school, except for a registration fee of 20% of the tuition, not to exceed \$200.00.
- (3) If Citizens' is notified of cancellation after five (5) calendar days and after one or more lessons have been submitted to Citizens' for correction or evaluation, then the school shall be entitled to the registration fee of 20% of the tuition, not to exceed \$200.00, and to a charge not to exceed the following:
  - (a) Up to and including completion of the first 10% of the program, the student will be obligated to Citizens' for 10% of the tuition minus the amount of the registration fee.
  - (b) When cancelled after completion of more than 10% and up to and including 25% of the program, the student will be obligated to Citizens' for 25% of the tuition minus the amount of the registration fee.
  - (c) When cancelled after completion of more than 25% and up to and including 50% of the program, the student will be obligated to Citizens' for 50% of the tuition minus the amount of the registration fee.
  - (d) When cancelled after completion of more than 50% of the program, the student will be obligated to Citizens' for the full tuition of the program.
- (4) Although refunds cannot be made after the allowable completion time of three years for the diploma program or one year for the individual course program, additional time to finish the program may be arranged for a nominal fee. See *Schedule of Fees* and *After the Program Expires* in this catalog.
- (5) This enrollment cancellation policy is based upon the total tuition cost of the program. The percent of the program completed shall be the coursework received by the student as compared to the total coursework to be sent to Citizens'.

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If upon cancellation the student requests and is due a refund from Citizens' High School, the refund will be mailed to the student within 30 days. If Citizens' is due an amount greater than the amount that has been paid, that amount is due and payable to CHS within 30 days.

Special considerations in the cancellation policy may be made in the case of illness or accident, death in the family or other circumstances beyond the student's control.

The student may request cancellation in any manner, but a written request is recommended. You may contact the Student Services Department at (904) 276-1700, or a written notice of enrollment cancellation may be sent to:

Citizens' High School  
Attn.: Student Services  
P.O. Box 66089  
Orange Park, FL 32065-6089





## ★★★ PROGRAMS AND CURRICULUM ★★★

### ■ INDIVIDUAL COURSE PROGRAM

Citizens' High School courses are available individually and each course is one (1) unit of credit, unless stated otherwise. These courses may be used for personal enhancement or, with written approval, to fulfill graduation requirements from your local high school. Upon satisfactory completion of an individual course, a Certificate of Completion/Grade Report is given to the student. The student's high school will be notified of the grade, if so requested.

### ■ HIGH SCHOOL DIPLOMA PROGRAM

Citizens' provides an opportunity for students to earn an accredited high school diploma. A minimum of sixteen (16) units of credit must be completed in order to receive a diploma from Citizens' High School. Each course is one (1) unit of credit, unless stated otherwise. Previously completed credits *approved by CHS* earned in grades 9–12, as verified by an official grade transcript, may be applied toward the required sixteen units. Acceptance of any other credits is at the discretion of the CHS Education Director. At least four (4) units of credit must be completed with CHS in order to receive a diploma.

Students receive a Certificate of Completion/Grade Report for each subject completed. When all required subjects are completed and the student's financial account has been paid in full, the student will receive his or her diploma. A CHS grade transcript on every graduate is kept on file and is available upon the student's written request.

The following sixteen (16) units of credit are required for graduation from Citizens' High School:

English: 4 units; Mathematics: 2 units; Science: 2 units; Social Studies: 3 units; Electives: 5 units.\*

\*One unit of credit in Life Management (Consumer Skills) is required for all students. Remaining electives may be chosen from core curriculum, business or vocational subjects. Academic Studies students are expected to take a third unit of math and science as electives.

### ■ GRADE TRANSCRIPTS FOR PREVIOUSLY EARNED CREDITS

When a student's grade transcript is evaluated by Citizens', he or she will be notified, in writing, of the number of subjects required to meet graduation requirements and adjustments to tuition, if any. If electives are needed, a Subject Review form will be included for the student to select the electives he or she wishes to take.

The following procedures apply to new students:

(1) If grade transcripts are received at the time of enrollment, they will be evaluated prior to the shipment of a student's first subject. A letter outlining the number of subjects required and adjustments, if any, to tuition charges will be sent along with the student's New Student Packet.

(2) If a student has completed coursework at another high school, but at the time of enrollment we have not yet received a grade transcript, the Citizens' High School Curriculum Summary report sent with the New Student Packet will only show the initial subject (usually English) we have set up for the student pending the receipt and evaluation of grade transcript(s) for any previous credits earned in grades 9-12. A Transcript Request Form will be included in the New Student Packet for the student to send to his or her previous high school so a transcript can be sent directly to us. It is important that we receive a student's official grade transcript(s) as soon as possible so his or her curriculum with Citizens' can be finalized.

PLEASE NOTE: If an *unofficial* grade transcript is initially submitted for evaluation, a student cannot be approved for graduation until all required *official* grade transcripts are received and validated by Citizens' High School. If any previous high school credits were earned by a student from a homeschool or non-accredited private school, they must be validated/evaluated prior to enrollment. The evaluation forms that must be completed and signed will be sent by CHS to the student/parent.



• **GENERAL STUDIES PROGRAM: Standard Core Curriculum**

Graduation requirements: 4 units of English, 2 units of math, 2 units of science, 3 units of social studies (World History, U.S. Government/Economics, American History), 1 unit of life management (Consumer Skills), and 4 electives for a total of 16 credits.

----- **9th Grade** -----

EN48	Language Arts-Literature I	MA29	Consumer Math
SC24	Environmental Science	SS33	World History

----- **10th Grade** -----

EN49	Language Arts-Literature II	MA39	Applied Math
SC23	Human Biology and Health	SS34	American History

----- **11th Grade** -----

EN50	Language Arts-Literature III	#1	Elective*
SS25	U.S. Government & Economics	#2	Elective*

----- **12th Grade** -----

EN51	Language Arts-Literature IV	#3	Elective
LM09	Consumer Skills	#4	Elective

\* Compulsory age students residing in the state of Florida are required by state statute to take three units of math and science. These students' curriculum will be set up with a third unit of math and science in place of electives to ensure compliance with state law. NOTE: Requests for subject substitutions in a student's standard core curriculum or a change in a chosen elective *must be made in writing* and addressed to the CHS Education Director. Approval of changes to a student's curriculum is at the discretion of the Education Director.

• **GENERAL STUDIES PROGRAM: Electives**

Students enrolled in the General Studies Program may select electives from the subjects listed below.

**Business**

BU52 21st Century Business Law  
BU51 21st Century Entrepreneurship  
BU49 Accounting  
BU47 Business Office Skills  
BU50 Computer Keyboarding/Typing  
BU43 Intro to Business & E-Commerce  
BU46 Retail Business & Selling

**English**

EN45 English Communication Skills

**Math**

MA35 Algebra  
MA36 Algebra II  
MA38 Business Math  
MA40 Geometry  
MA34 Pre-Algebra

**Science**

SC25 Astronomy (or SC16 Earth Science)  
SC22 Introductory Zoology (or SC14 Life Science)  
SC27 Physical Science

**Social Studies**

SS31 Psychology  
SS32 World Geography

**Life Management**

LM11 Food and Nutrition  
LM10 Parenting/Child Development  
LM06 Skills for Workplace Success

**Foreign Language**

LA03 Spanish I



• **ACADEMIC STUDIES PROGRAM: Standard Core Curriculum**

Graduation requirements: 4 units of English, 3 units of math, 3 units of science, 3 units of social studies (World History, U.S. Government/Economics, American History), 1 unit of life management (Consumer Skills), and 2 electives for a total of 16 credits.

----- **9th Grade** -----

EN48	Language Arts-Literature I	MA35	Algebra
SS33	World History	SC16	Earth Science

----- **10th Grade** -----

EN49	Language Arts-Literature II	MA40	Geometry
SS34	American History	SC14	Life Science

----- **11th Grade** -----

EN50	Language Arts-Literature III	MA36	Algebra II
SS25	U.S. Government & Economics	SC27	Physical Science

----- **12th Grade** -----

EN51	Language Arts-Literature IV	#1	Elective
LM09	Consumer Skills	#2	Elective

**NOTE:** Requests for subject substitutions in a student's standard core curriculum or a change in a chosen elective *must be made in writing* and addressed to the CHS Education Director. Approval of changes to a student's curriculum is at the discretion of the Education Director.

• **ACADEMIC STUDIES PROGRAM: Electives**

Students enrolled in the Academic Studies Program may select electives from the subjects listed below.

**Business**

BU52 21st Century Business Law  
BU51 21st Century Entrepreneurship  
BU49 Accounting  
BU47 Business Office Skills  
BU50 Computer Keyboarding/Typing  
BU43 Intro to Business & E-Commerce  
BU46 Retail Business & Selling

**Science**

SC24 Environmental Science  
SC23 Human Biology & Health

**Life Management**

LM11 Food and Nutrition  
LM10 Parenting/Child Development  
LM06 Skills for Workplace Success

**English**

EN45 English Communication Skills

**Math**

MA38 Business Math  
MA29 Consumer Math  
MA34 Pre-Algebra

**Social Studies**

SS31 Psychology  
SS32 World Geography

**Foreign Language**

LA03 Spanish I



## ★★★ COURSE DESCRIPTIONS ★★★

*CHS follows a policy of replacing textbooks when current editions are revised or discontinued. The following course listings are in effect at the time of publication and are subject to change, amendment, or deletion as deemed appropriate.*

### ◆ ENGLISH LANGUAGE ARTS

#### **EN45 English Communication Skills**

This course presents a thorough review of the principles of English grammar and usage; word choice; punctuation and capitalization; writing sentences and paragraphs; spelling and vocabulary skills. A series of exercises and application activities follow each unit of explanatory material to reinforce the concepts presented in that unit.

#### **EN48 Language Arts-Literature I**

In this course students are introduced to a variety of literature, including drama, poems, a short story, a memoir, and an interview, as well as a painting, or visual text. Each unit integrates vocabulary, reading, writing, grammar, and spelling in the context of the selections.

#### **EN49 Language Arts-Literature II**

Students are introduced to American literature and authors of different periods, regions, and backgrounds. Each unit integrates vocabulary, reading, writing, grammar, and spelling in the context of the selections.

#### **EN50 Language Arts-Literature III**

This course introduces students to a variety of classic and contemporary literature and authors from the British Isles. Each unit integrates vocabulary, reading, writing, grammar, and spelling in the context of the selections.

#### **EN51 Language Arts-Literature IV**

In this course students are introduced to world literature. Classic and contemporary authors from different countries and cultures are featured. Each unit integrates vocabulary, reading, writing, grammar, and spelling in the context of the selections.

### ◆ FOREIGN LANGUAGE

#### **LA03 Spanish I**

This introductory course includes recorded lessons on audio CDs, a conversation manual—which includes complete translations along with many lesson activities and exercises to reinforce learning, and a common usage dictionary. The audio CDs are the primary tools of instruction with the conversation manual serving as guide. Speaking and listening skills are emphasized throughout the course.



## ◆ LIFE MANAGEMENT

### **LM09 Consumer Skills**

*Skills for Consumer Success* covers core topics of consumer education such as: the job market; paychecks; checking accounts; savings accounts and other banking services; credit; budgeting; investment opportunities; insurance (health, car, home, life); owning and operating a car; housing; and consumer protection.

### **LM11 Food and Nutrition**

This course provides an overview of how important a balanced diet is to one's physical and emotional health. Each nutrient in foods and how the body uses each of these nutrients is described. Topics include: the food guide pyramid and dietary guidelines; choosing the right kinds of food to stay healthy and avoid diseases; avoiding food-borne illnesses and preventing kitchen accidents while preparing foods; the proper techniques for buying, preparing, and storing foods; and exploring the various food service careers.

### **LM10 Parenting & Child Development**

This course looks at the realities and responsibilities of parenthood. It covers decisions as when to have children, what health practices to follow during pregnancy, how to prepare for childbirth, recognizing children's stages of development from prenatal to adolescence, and how parents' roles change as their children grow. The text explores the many decisions related to parenthood and presents information to help students successfully meet the challenges they may face as parents or in a child-related career.

### **LM06 Skills for Workplace Success**

This course introduces the student to the work world and examines the intellectual tools and personal skills needed to perform successfully in the marketplace. Topics include: choosing the right job; techniques for finding a job; skills and behaviors of good workers; how to communicate and get along with coworkers; meeting challenges and solving problems within the workplace; and the variety of skills needed to not only find a job, but keep it and be successful.

## ◆ MATHEMATICS

### **MA35 Algebra**

This course begins with a review of the essential skills of arithmetic as they relate to the study of algebra. In each subsequent chapter, algebra concepts are introduced in a step-by-step approach with lots of examples illustrating each new skill. Frequent sets of exercises and real-life applications allow students to practice what they have learned and see the relevance of what they are studying. Topics include: algebra–arithmetic with letters; the rules of arithmetic; linear equations with one variable; applications of algebra; exponents and polynomials; factoring; data, statistics, and probability; fractions and algebra; linear equations and inequalities in the coordinate plane; systems of linear equations; irrational numbers and radical expressions; geometry; quadratic equations.



### **MA36 Algebra II**

In this course several methods for solving quadratic equations, such as factoring, completing the square, and graphing are covered. The text also introduces trigonometry and exponential functions—vital concepts for real world applications. Topics include: linear equations and inequalities; linear functions and inequalities; quadratic equations; quadratic functions graphing; polynomials; rational expressions; powers, roots, radicals, fractional exponents; exponential and logarithmic functions; conic sections; trigonometry; permutations, combinations, probability, and series; complex numbers; measurement and statistics.

### **MA39 Applied Math**

This course begins by reviewing the fundamentals of arithmetic and teaches computational skills with whole numbers, fractions, decimals, and percents. These skills are then applied to a variety of topics, such as measurement, ratio and proportion, probability, statistics, graphs, and basic algebra and geometry. The student's understanding of each topic is immediately reinforced through sample solutions, ample exercises and reviews, and application problems stressing the ongoing use of critical thinking and problem-solving skills.

### **MA38 Business Math**

The worktext for this comprehensive course has two basic components: (1) the rules of and practice with fundamental mathematical principles of whole numbers, decimals, fractions, percents, measurements, estimations, and ratios; and (2) the use of these principles for common applications as they apply to the workplace such as wages and benefits, kinds of businesses, human resource departments, business travel, corporate banking, business management and operating expenses, casualty insurance, government regulations, sales and marketing and risks for business owners, and mail-order business.

### **MA29 Consumer Math**

This course helps to prepare students for real life situations involving mathematical reasoning through extensive practice and application. Mathematical and problem solving strategies are learned and enhanced through the development of skills in areas such as: money management; buying and maintaining a car and home; completing tax forms.

### **MA40 Geometry**

In this course the main emphasis is on plane geometry—geometric figures in a plane such as squares, triangles, and circles. Later chapters in the text cover solid geometry—such as cubes, prisms, and spheres. In each chapter, short lessons with numerous examples illustrate and teach each new skill. Frequent sets of exercises and activities allow students to practice what they have learned. Lessons include real-life applications that help students see the relevance of what they are studying. Topics include: exploring geometry—points, lines, and angles in the plane; thinking geometrically—using proofs, parallel lines and transversals; using algebra—lines in the coordinate plane; triangles and quadrilaterals; congruent triangles and transformations; proportion and similarity; the Pythagorean Theorem; perimeter and area; circles and spheres; solid geometric figures and their measures; geometry and imagination.



### **MA34 Pre-Algebra**

This course introduces students to algebra by building on basic mathematical concepts they already know and prepares students for the transition to a more formal study of algebra and geometry. The text teaches basic concepts of math as it introduces algebra concepts in a step-by-step approach. Short lessons with lots of examples illustrate and teach each new skill. Frequent sets of exercises and activities allow students to practice what they have learned. Lessons include real-life applications that help students see the relevance of what they are studying.

## **◆ SCIENCE**

### **SC25 Astronomy**

This introductory astronomy course presents the terminology, historical perspective, and current thinking about our universe. Part one of the text provides an understanding of the relationship between the Earth, moon, and sun and Earth's place in space. Part two covers the solar system—the night sky, the sun, the inner and outer planets, comets, asteroids, and meteors. Part three presents a description of the universe beyond the solar system. Topics include characteristics of stars, lives of stars, star systems and galaxies, and the history of the universe.

### **SC16 Earth Science**

This comprehensive course concisely reflects the current knowledge and advances in the earth sciences. Modern, accurate explanations of the study of minerals, water and glaciers, the atmosphere, plate tectonics and continental drift, the oceans, weather, and the solar system and space are included. Important current problems such as conservation and pollution of the environment are also treated. Special end-of-chapter features explore current issues facing the world today. Abundant end-of-chapter activities stimulate the student to think, organize, and integrate the chapter topics.

### **SC24 Environmental Science**

In this course students are introduced to the field of ecology—the study of how living things interact with each other and with the nonliving things in their environment. Environmental science, the central topic of this course, is the study of how humans affect these interactions. The text is written to help students better understand the living world around them—how Earth's interrelated living systems work and what we, as humans, can do to keep them healthy. In addition, through an understanding and knowledge of different kinds of resources—living resources, soil and land, air, water, and energy—and how human pollution can disrupt the delicate balance among life on Earth, students can help to make this a better world by applying what they have learned in their own daily life.

### **SC23 Human Biology and Health**

In this course students learn about the basic biology of the human body—the structure and function of each body system and how the systems of the body work together to enable the human body to function and remain stable despite internal and external environmental changes. Students also learn about the components of wellness and the decision-making process to determine if something is good for their health to promote stability in the body.



### **SC22 Introductory Zoology**

In this general studies science course, students are introduced to the diversity and interdependence of animal life on Earth. The student will learn about the general characteristics of animals, how animals interact with their environment, some of the adaptations animals use to get food and escape predators, and the effects humans can have on animal populations and ecosystems.

### **SC14 Life Science**

In this comprehensive course, biological topics are arranged in a logical sequence that makes them easy to understand. The sections dealing with the human body present not only its structure and function, but also its care. Modern accurate explanations of cellular structure, respiration, enzymes, genetics, and adaptation are included in simple form. Important current problems such as conservation and ecology, drugs and human behavior, and environmental pollution are also treated. The unifying thematic approach stresses the concepts of adaptation and survival. Abundant end-of-chapter activities stimulate the student to think, organize, and integrate the chapter topics.

### **SC27 Physical Science**

This comprehensive course concisely reflects the current knowledge and advances in the physical sciences and is designed to help students learn the properties and structure of matter, elements, compounds, how matter changes, motion, work and machines, heat, sound and light, electricity, magnets and electromagnetism. Both the English and metric systems of measurement are employed in the discussions and in the problems. Ample illustrations and clearly-stated examples aid in students' understanding of the content presented. Carefully selected practice problems, such as those in the discussions of light and electricity, guide the student through some difficult areas.

## **◆ SOCIAL STUDIES**

### **SS34 American History**

This course offers a complete, chronological history of our country starting with the earliest Americans to our political, social and economic development from the early colonies to today. The first part of the course covers American history from before Columbus to the late nineteenth century, including colonial society, national identity and growth, sectionalism, the Civil War and Reconstruction. The second part continues with economic expansion, international and domestic politics, the Depression, and political and social change in America from the late nineteenth century to the present.

### **SS31 Psychology**

This course provides students with a variety of perspectives for dealing with and understanding human behavior and includes real-life examples and cases to illustrate concepts. The emphasis of the course is on the application of fundamental psychology concepts to everyday situations such as work, school, relationships, and personal well-being.





### **SS25 U.S. Government & Economics**

The first part of this course, *Our United States Government*, covers what American democracy means in terms of the rights and responsibilities of citizens and includes a study of the history and content of the U.S. Constitution. The up-to-date discussions help students relate important concepts to everyday life and develop the attitudes that lead to responsible action in society. The course offers detailed coverage of state, local, and federal governments. The second part of this course, *Our Economic System*, explains basic economics and how it affects the student's everyday life. Through practical application of economic concepts and skills, the student will learn: the role of the consumer and producer within the free enterprise system; how the U.S. economy works and the role of government; the understanding of wages, labor and taxes; the world of business; and a world view of economics.

### **SS32 World Geography**

The textbook for this course offers an integrated approach to the study of world geography and helps students explore the diverse physical geography, people, environments, cultures, politics, and economies of our world today. Through focus on the five themes of geography—location, place, interaction, movement, and regions—the text weaves the theme of human-environmental interaction throughout the study of the world's regions and shows how geography relates to and affects students' day-to-day lives.

### **SS33 World History**

This course examines and compares past and present civilizations of the major regions of the world, beginning with the Stone Age and concluding with modern achievements in technology and current issues faced by all nations in the 21st century. The chapters of each unit of study work together to reflect important eras in history as well as important social studies concepts. Themes applied throughout each region's presentation include: historic, cultural, and economic developments; the effects of change—historic, economic, and social; the region set within a global context; today's interdependent world. Each unit utilizes history time lines, photographs, and maps to highlight and tie together the major events and their locations as well as important people in history. Numerous activities and exercises throughout the worktexts enable students to compare, analyze, infer, and generalize about the various cultures presented.

## **◆ BUSINESS**

### **BU52 21<sup>st</sup> Century Business Law**

This introductory course covers the basic foundations of business law. Business law topics include: law and justice; law of contracts; property law; employment law; forms of business organizations; and law and finance in the business world. Ample end-of-chapter worktext exercises and activities along with a dedicated educational publisher website allow students to apply and compare what they have learned to real-life situations and businesses. The ancillary *Workplace Ethics Workbook*, which accompanies the worktext, introduces the student to the types of ethical and communication situations occurring in today's 21st century business offices for both business owners and employees.



### **BU51 21<sup>st</sup> Century Entrepreneurship**

This course introduces students to the process of becoming business owners and managers. Entrepreneurship topics include: becoming an entrepreneur; selecting a type of ownership; developing a business plan; developing a marketing plan; hiring and managing staff; and financing, protecting, and insuring your business. Ample end-of-chapter worktext exercises and activities along with a dedicated educational publisher website allow students to apply and compare what they have learned to real-life situations and businesses. The ancillary *Workplace Communication Skills Workbook*, which accompanies the worktext, introduces the student to important communication skills necessary to succeed in today's 21<sup>st</sup> century business offices for both business owners and employees.

### **BU49 Accounting**

Accounting concepts, principles and procedures are introduced in this course. Four accounting cycles are covered: Cycle 1—service business organized as a proprietorship with multi-column journal applications; Cycle 2—automated cycle; Cycle 3—merchandising business organized as a partnership with expanded multi-column journal applications; Cycle 4—merchandising business organized as a corporation with special journal applications. Prerequisite: Citizens' *Business Math* or a demonstrated mastery of general or higher level math skills.

### **BU47 Business Office Skills**

This comprehensive course presents what the office is now and what, because of revolutionary technological developments, it is fast becoming. Students completing this course will be able to adapt positively to the inevitable changes in the workplace. The five parts of the course focus on: the office environment and working with others; technical skills and knowledge; critical office procedures and support skills; communication and problem-solving skills; and employment skills needed to be successful in today's business office.

### **BU50 Computer Keyboarding/Typing**

This introductory course covers the development of basic keyboarding/typing skills and the mastery of fundamental word processing applications such as personal and business letters, memos and e-mail, unbound and bound reports, and statistical tables. A textbook workplace simulation allows the student to apply what has been learned by completing documents generally found in today's business offices. The beginning student should be able to key (type) at least 30 to 35 words per minute upon completion of this course. NOTE: The completion of the activities in the textbook for this course requires access to a computer and word processing software.

### **BU43 Intro to Business/ E-Commerce**

This two-part course introduces the student to what business is, how it operates, and how it is managed. Part one, *Intro to Business*, topics include: the economic environment; business in the U.S. economy; management; issues in the global economy; consumers in the U.S. economy; and finance in the global economy. Part two, *E-Commerce*, explores the tremendous growth of business via the Internet. Topics include: what is E-commerce; business-to-business E-commerce; create your advertisement; behind the Web; connecting the DotComs; and legal and ethical issues. Ample end-of-chapter worktext exercises and activities along with a dedicated educational publisher website allow students to apply and compare what they have learned to real-life situations and businesses.



### **BU46 Retail Business & Selling**

Part one of this course introduces students to the world of retail business and to the importance of retail businesses to consumers everywhere. Retail business topics include: the retail industry; plan your business strategy; select and handle merchandise; evaluate store's location and design; manage your business functions; legal and ethical retailing. Part two covers the art of selling in today's business world and how to develop good selling techniques in your chosen business career. Topics include: successful selling; technology and selling; preparing to sell; developing the sale; closing and beyond; retail selling. Ample end-of-chapter worktext exercises and activities along with a dedicated educational publisher website allow students to apply and compare what they have learned to real-life situations and businesses.

### **◆ REFRESHER SUBJECT**

#### **EN45 English Communication Skills**

This subject is not listed in the standard curriculum section of the school catalog. Information on the subject can be found in the Course Descriptions/English section of this catalog. *EN45 English Communication Skills* is generally the first subject sent to those new students whose final curriculum has not yet been determined pending receipt/evaluation of a grade transcript from their previous high school. Credit is given toward an English subject when the course is completed.