

2025-2026

CITIZENS HIGH SCHOOL

STUDENT AND PARENT HANDBOOK

The mission of Citizens High School is to provide students a quality high school diploma through distance education with a well-rounded academic foundation, leading to social and economic mobility.



Citizens High School

2025-2026

Student and Parent Handbook

This handbook is effective January 1, 2025 through December 31, 2026, and supersedes all previous Citizens High School Student and Parent Handbooks. Rules, policies, fees, dates, and courses described in this catalog are subject to change without notice.

PUBLISHED BY: CITIZENS HIGH SCHOOL

1590 Island Lane, Suite 44 Fleming Island, Florida 32003

PHONE: (904) 276-1700 FAX: (904) 272-6702

E-MAIL: studentservices@citizenshighschool.com

WEBSITE: www.CitizensHighSchool.com

Office Hours: Monday – Friday / 9 a.m. - 5 p.m. (Eastern Standard Time)

Citizens High School is accredited by the Distance Education Accrediting Commission (DEAC) and the Middle States Association Commissions on Elementary and Secondary Schools (MSA-CESS). DEAC and MSA-CESS are listed by the U.S. Department of Education as recognized accrediting agencies.



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General Information

School Profile

Citizens High School (CHS) is a fully accredited, independent study high school established in 1981 to provide individuals who have not completed their high school education an opportunity to earn a diploma. CHS offers flexible, distance education through a self-directed learning model, with students able to begin and complete coursework at non-traditional times throughout the year.

Our program is designed to accommodate diverse student needs, including young teenagers to senior citizens, and serves a wide range of special groups, such as homeschoolers, children of American families living abroad, students with unique personal, family, or work commitments, and professional athletes or entertainers. CHS offers three pathways to a high school diploma: an 18-credit Career Diploma, a 24-credit College Diploma, and a 22-credit High School Diploma specifically for students enrolled in the federal Job Corps program (not available for direct enrollment).

Each program provides a solid academic foundation in English, math, science, and social studies, with additional electives in business, technology, and other academic subjects. Students can also enroll in individual CHS courses to earn transfer credits for their local public or private high schools.

CHS's instructional content is built around the latest Open Educational Resources (OER), offered primarily online but also available in correspondence format (CHS Offline). One unit of high school credit is awarded for successful completion of two semesters of work or its equivalent. Career Diploma students must complete at least 4.5 credits at CHS, while College Diploma students must complete at least 6 credits at CHS to receive a diploma.

State Licensure

CHS complies with s.1002.42, Florida Statutes, which mandates the annual completion of the Florida Department of Education's Nonpublic School Annual Survey. CHS is listed in the Florida Department of Education Directory of Nonpublic Schools under District 10: Clay County, School number 1345.

CHS Contact Information

Address: 1590 Island Lane, Suite 44 Fleming Island, FL 32003

Phone: (904) 276-1700 or (800) 736-4723

Office hours: Monday through Friday from 9 am - 5 pm EST

Email:

- Student Services: studentservices@citizenshighschool.com
- Academics: academics@citizenshighschool.com
- To contact your course instructor, please use the Canvas email system.

Social Media:

- Website: <http://www.citizenshighschool.com/>
- Facebook: [facebook.com/citizenshighschool](https://www.facebook.com/citizenshighschool)
- Twitter: twitter.com/citizensHS
- YouTube: [youtube.com/highschooldiplomaFL](https://www.youtube.com/highschooldiplomaFL)

Help Desk Info

CHS provides a great resource to help solve many IT issues for our students.

Canvas Support Hotline: (833) 231-3259

Student Services: (800) 736-4273

Mission Statement

The mission of Citizens High School is to provide students a quality high school diploma through distance education with a well-rounded academic foundation, leading to social and economic mobility.

CHS Academic Goals

- Develop innovative learning programs with self-directed and self-paced courses.
- Recognize and develop each student's unique individuality and talents, and renew the student's belief in their limitless potential.
- Conduct research on educational trends and develop cutting-edge instructional practices that meet the educational needs of our students.
- Prepare our students with a well-rounded, viable academic foundation that equips them with the skills necessary to take control of their future.

CHS Institutional Objectives

1. Demonstrate an increase in the graduation rate for the current academic year.
2. Continue to increase the number of public and private resident high schools across the country that use our courses as part of their academic course credit recovery programs.
3. Demonstrate and maintain an overall positive approval rating of 80% 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.
4. Demonstrate through active student/graduate feedback, referrals, and surveys that Citizens High School's educational mission and goals are being met.

CHS Institutional Outcomes

The overarching outcome for Citizens High School students is a high school diploma that is recognized by employers and post-secondary schools. CHS views a high school diploma as a stepping stone to economic and social mobility.

The following institutional outcomes are collected annually and reviewed as a measure of institutional effectiveness:

- Growth in Enrollment
- Student Retention
- Student Course Completion Percentage
- Student Withdrawals
- Student Graduation Rate
- Student Pacing
- Student Achievement (Grades)
- Student Satisfaction

Expanding Partnerships for Dual Enrollment Opportunities

Citizens High School is committed to expanding partnerships that provide dual enrollment opportunities for our students. By collaborating with local colleges and institutions—both in Florida and nationwide—we aim to offer more options for students to earn college credits while completing their high school education. These opportunities provide students with a head start in their academic and professional careers, allowing them to explore advanced subjects and develop skills that enhance their post-secondary readiness. In addition, our dual enrollment course catalogue updates with each higher education course selection, and we publish the available courses for preview and enrollment on a semester-by-semester basis. Our goal is to continuously expand these partnerships to ensure diverse and accessible options that meet the needs of all our students.

Admissions

At Citizens High School, we believe in making the enrollment process as simple and accessible as possible. Our programs are open year-round, giving students the flexibility to begin their educational journey whenever they are ready!

How to Enroll

Any person who has completed the 8th grade and has a basic knowledge of the English language may enroll. Students must provide one of the following:

- A copy of their 8th-grade transcript, diploma, or report card
- A Home School Validation Form certifying the completion of the 8th grade
- An admissions exam to determine program eligibility and demonstrate an 8th-grade level of competency

International students and students with developing English language skills may be required to take an online English language assessment, unless they provide evidence of completion at a school where the language of instruction is English or provide a score on an English language exam consistent with an elementary level of English Language Proficiency.

Enrollment Process for High School Diploma Programs

To enroll in a high school diploma curriculum, students should follow these steps:

- Complete the CHS Diploma Program section on the online CHS Enrollment Agreement.
- Select a program of study (either Career or College) on the Enrollment Agreement.
- Complete the payment via credit card online.
- Ensure the down payment is included with the enrollment agreement to process enrollment.
- Faxed enrollment agreements will be accepted if the down payment is made by credit card.
- Enrollment agreements that are incomplete, have illegible information, or are unsigned will be returned to the applicant for completion.

Enrollment for Individual Courses

To enroll in one or more courses on an individual basis instead of enrolling in a full program, students should complete the CHS Individual Course Program section on the online CHS Enrollment Agreement and complete the payment via credit card online.

Note: CHS does not enroll students in the High School Diploma for Job Corps program. We provide the program to students enrolled through the federal Job Corps centers with which we have contracted.

If there are questions concerning enrollment, students may contact the CHS Admissions Department by:

- Phone: (904) 276-1700
- Fax: (904) 272-6702
- Email: admissions@citizenshighschool.com

If you are unable to access the internet, enrollment agreement requests, completed enrollment agreements, tuition payments, and any other inquiries or correspondence should be mailed to:

Citizens High School

1590 Island Lane, Suite 44

Fleming Island, FL 32003.

Admissions Policy and Requirements

Citizens High School (CHS) maintains an inclusive admissions policy that upholds fairness and equal opportunities for all prospective students, regardless of race, creed, sex, ethnic background, or national origin. This principle is upheld for both diploma-seeking students and individuals enrolling in specific courses. We are committed to fostering a diverse and inclusive learning environment that embraces the richness of different perspectives and backgrounds.

Admissions Requirements

The following are required for admission to Citizens High School:

- **English Proficiency:** Prospective students whose native language is not English and who have not earned at least four credits (including at least one English Language Arts credit) from an appropriately accredited institution where English is the principal language of instruction must demonstrate proficiency in English by completing the CHS Admission Exam with a score of 70% or higher.
- **Identification:** Prospective students are required to provide a copy of their state or country/province issued identification (such as a birth certificate, driver's license, passport, etc.).

Additional Enrollment Requirements for Diploma-Seeking Students

Students applying for admission to a high school diploma program at Citizens High School are required to submit one of the following documents:

- Official High School Transcript from Previous School
- Completed and Certified Homeschool Validation Form
- Proof of Grade 8 Completion (End of Year Report Card or Transcript of Final Grades)
- Students may be required to take an admissions exam to demonstrate 8th grade competency, such as students who self-attest to the completion of 8th grade. For enrollment, students who are required to take the CHS Admission Exam must score 70% or higher.

For international students, if their transcripts are not in English, they must be translated by a certified translator or translation company before submission. This ensures proper evaluation and consideration of their academic records.

Upon enrollment, students will enter a provisional status for a period of 60 days. During this time, it is essential to submit the required documentation or complete the necessary assessments.

- If a student does not demonstrate English proficiency within the first 30 days, they will be denied admission and will receive a full refund.
- If a student does not provide proof of grade 8 completion or receive an adequate score on the CHS Admissions Exam (Grade 8 Assessment) within the first 30 days, they will be denied admission and will receive a full refund.
- Failure to provide required identification and official transcripts or homeschool validation forms within 60 days will result in the student not being allowed to enroll in any new courses.
- If the student does not provide the required documentation within 120 days, they will be moved to a provisional inactive status. In this state, they will not have access to courses or incur any tuition charges.

If students are denied admission or shifted to provisional inactive status due to the reasons mentioned above, they will be required to re-enroll. To successfully re-enroll, they must ensure that they possess the appropriate documentation or have completed the necessary assessments at the time of their new enrollment application. This ensures a fair and standardized evaluation process for all prospective students.

Identity Verification

All new students must submit the following identification:

- Government-Issued Picture ID: A federal, state, city, or county government-issued picture ID card or form with a picture ID. Examples include but are not limited to:
 - State-issued Driver's License
 - State-issued ID Card
 - Public school records or forms that contain the student's picture, name, date of birth and address
 - Federal or state-issued records or forms that contain student pictures, name, date of birth, and address
 - Private school records with a copy of the student's birth certificate

Students are provided with a unique student number upon enrollment. This student number should not be shared with anyone else. Students will have a unique user ID and password to enter Canvas and access study materials. Sharing student numbers, user IDs, or passwords with others is a violation of the honor code and may result in disciplinary action.

Compulsory Age Students

Students who are under the compulsory school attendance age of their state must have 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 ensure they are following any local or state regulations governing students enrolled in a homeschool program before enrolling with Citizens High School. If it is not possible to work toward a high school diploma from a traditional high school, compulsory age students may earn an accredited high school diploma through Citizens High School.

Adult Students

For adults who did not previously graduate from high school, Citizens High School provides an opportunity to earn a high school diploma accredited by the Distance Education Accrediting Commission (DEAC) and the Middle States Association Commissions on Elementary and Secondary Schools. Our flexible online program allows adult learners to achieve their educational goals at their own pace, making it never too late to earn your high school diploma.

Previous High School Credit

To receive credit for previously completed high school courses (9th - 12th grades), an official grade transcript with a school official's signature and/or school seal must be sent directly to CHS from each school previously attended.

After reviewing the student's transcript(s), CHS will notify the student, in writing, of the courses accepted for transfer credit, and the remaining number of courses required to graduate.

A minimum of four and a half (4.5) credits must be completed to receive a CHS Career Diploma, and a minimum of six (6) credits must be completed to receive a CHS College Diploma, regardless of how many credits were previously earned at any other institution. Additionally, to graduate with a CHS diploma, at least 25% of the required credits must be earned directly through CHS.

Please Note: The acceptance of transfer credit is determined by the receiving institution. CHS transfers only the course credits from previous institutions, not the grades. As a result, students begin with a GPA of 0.0 upon enrolling at CHS. Their GPA will begin to be generated after completing their first course with CHS.

If an *unofficial* 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 and evaluated prior to enrollment. The evaluation forms that must be completed and signed will be sent by CHS to the student/parent.

International Transcripts

Transcripts not in English must be translated by a certified interpreter for CHS evaluation. CHS recommends the use of the following third-party transcript evaluators:

- **United States Certified Translation Services:** www.uscts.com
- **World Education Services:** www.wes.org
- Any **National Association of Credential Evaluation Services (NACES.org)** or **Association of International Credential Evaluators (AICE-eval.org)** member firm.
- Scholaro- Scholaro

Enrollment Acceptance and Orientation

Upon the receipt and processing of the student's Enrollment Agreement and payment, the Citizens High School Admissions Department:

- Enrolls students who meet the admissions requirements in their first course(s).
- Notifies those not accepted of the reason for their non-acceptance.
- Provides all accepted students with access to the Canvas Learning Management System.

Upon acceptance of their enrollment but prior to enrolling in a credit-bearing course, online students are required to complete the **CHS Orientation**:

- Orientation must be completed by completing the 2 surveys at the end of the course by submitting screenshots confirming survey submission.
- The CHS Orientation must be completed within 60 days of enrollment to prevent potential disruption to their course access.
- Orientation is an important first step for students as they learn how to:
 - Navigate the Canvas Learning Management System.
 - Contact their instructors.
 - Submit assignments.
 - Interact with their courses.

Offline Enrollments

At Citizens High School, we understand that every student has different learning preferences and needs. For those who prefer a traditional learning approach, CHS offers an **Offline Diploma Program**. This program provides students with printed course materials in addition to their online access, allowing for a blended learning experience that best supports individual learning styles.

- **Daily Processing and Shipping Timeline:** Citizens High School staff processes shipping orders for offline course enrollments each day. Once courses are added to the dashboard by the family, course materials are packaged and shipped within 2 business days by CHS's printing and shipping vendor. Materials are typically shipped via FedEx or the U.S. Postal Service at the basic rate, unless other arrangements have been made.
- **Standard Shipping and Fees:** Educational materials are typically sent via FedEx or the U.S. Postal Service, taking approximately 10-15 USPS shipping days for delivery within the continental U.S. Shipping and handling fees are included in tuition. If course materials are not received within the fifteen days, students should notify CHS immediately.

- **Return Postage:** Students are responsible for postage on any materials mailed back to CHS.
- **Special Handling:** Priority, 2-day, or overnight delivery must be prepaid before shipment. Contact CHS for arrangements.
- **Standard Shipping:** Educational materials are typically sent via FedEx or the U.S. Postal Service, taking approximately 10-15 USPS shipping days for delivery within the continental U.S.
- **Fees Included:** Shipping and handling fees are included in tuition.
- **Delayed Delivery:** If course materials are not received within ten days, students should notify CHS immediately.

International Shipping

- The offline program is not available to international students.

Individual Course Enrollments

CHS courses are available individually for various purposes, including:

- **Credit Recovery:** Helping students recover credits needed for graduation.
- **Homeschool Supplement:** Supplementing a student's homeschool curriculum.
- **Course Opportunities:** Providing courses not available in a student's home school district.
- **Personal Enhancement:** For students looking to enhance their personal education.

Important Considerations:

- **Homeschool Students:** Parents and guardians must ensure compliance with local or state homeschool regulations before enrolling with CHS.
- **Completion Timeline:** Individual courses must be completed within ten months of enrollment acceptance.
 - If a student does not complete the course within the timeframe, no failing or incomplete grade will be recorded.
 - Reinstatement is possible if the course has not been revised or discontinued. After reinstatement and payment of associated fees, students will have six additional months to complete the course.

Course Transferability

Acceptance of individual course credits is at the discretion of each high school. Before enrolling in a CHS course, students should check with their counselor or principal to obtain written approval for the course(s) they plan to take in order to fulfill their high school graduation requirements.

Important: When planning to take a CHS course for credit at their home high school, it is the student's responsibility to ensure they are enrolled in the correct course(s) and that any necessary prerequisites have been met. Citizens High School cannot be held responsible for incorrect course enrollments or changes in graduation requirements at other schools.

Additionally, schools may sometimes limit the number of independent study credits they will accept toward graduation. Students are advised to verify these limits with their home school to ensure they meet all necessary requirements.

Method of Course Delivery: How CHS Works

The Citizens High School (CHS) program provides individualized instruction online or through offline correspondence between the school and the student. Upon receipt of the Enrollment Agreement and tuition, online students are granted access to the Canvas Learning Management System (LMS) and can begin their coursework.

CHS Online Students

Online students are required to complete the CHS Orientation within 60 days of enrollment to prevent potential disruption to their course access. The orientation serves as a guidebook, advising students on how to navigate their courses, understand expectations, communicate with instructors, maintain academic honesty, and adopt a growth mindset. After completing the orientation, students can proceed to their courses. Each student progresses at their own pace, allowing for flexibility in their learning experience. Self-check exercises are provided within each course, enabling students to assess their understanding of the material.

Grades are recorded in Canvas and automatically synced with the student's record in Genius, our student information system.

CHS Offline Students

For CHS Offline students, course materials, including the CHS Student and Parent Handbook, are sent once the Enrollment Agreement and tuition payment are received. Students progress at their own pace, with opportunities to self-assess through exercises provided in the course materials. Course finalization is determined by the submission of the student's final exam or project for the course. By submitting their final exam or final project, students authorize the completion of the course once the final work has been graded.

Offline students can also seek additional help by contacting Student Services and Academic Program Representatives via phone, mail, or email. Students who have electronic means available are also free to contact their instructors directly through the Canvas email box. Teachers provide personalized feedback electronically through email or Canvas, and if electronic means are unavailable, feedback and graded assessments are sent via mail.

Parent Responsibility

For students under the age of 18, parents/guardians are encouraged to engage in their children's education. At CHS, we believe parent involvement is paramount to student success. Parents are encouraged to download the Canvas Parent app, which allows them to be observers in their student's courses. As observers, parents can monitor course content, grades, upcoming assignments, and deadlines, which helps them stay informed and provide support effectively. If a student under the age of 18 is struggling in their course, parents/guardians are required to communicate with Academics to collectively establish a plan for their student's success. Additionally, parents should be aware of their child's course expiration dates to help them stay on track. For any other academic questions, or if parents need assistance downloading the Canvas Parent app, they may contact Academics at: academics@citizenshighschool.com

What can you do to help your student succeed at CHS?

- ✓ Become familiar with the Parent-Student Handbook
- ✓ Activate the Parent Mobile App and frequently check your student's progress
- ✓ Help your student study and stay organized
- ✓ Talk with your student EVERY DAY. Show interest in their learning, discuss their progress, and celebrate their achievements

Student Responsibility

At CHS, students are expected to take ownership of their education by being active participants in their learning journey. This means staying motivated, committed, and focused on their studies. Students should:

- Log in regularly and engage actively in all activities.
- Manage their time effectively, ensuring they complete assignments on time and are aware of course expiration dates to stay on track.
- Ask questions and seek support whenever they face challenges by communicating with their instructors through Canvas email.
- Demonstrate integrity by submitting original work and adhering to the CHS Academic Integrity Policy.

By embracing these responsibilities, students will develop essential skills that will contribute to their academic success, personal growth, and ultimately lead them toward a successful graduation.

Teacher and Academic Advisor Support

At CHS, we are committed to providing students with the support they need to succeed. Our state-certified teachers are dedicated to helping students on their learning journey and are available via the Canvas LMS messaging system to answer course-related questions. Teachers strive to respond to messages within 24 hours, excluding weekends and holidays, to ensure students receive timely assistance.

Our teachers provide personalized feedback on each assessment within 48 hours of submission, excluding weekends and holidays, offering clear guidance on how to improve. This detailed feedback is designed to help students grow academically and, if needed, provides an opportunity to resubmit their work for a higher grade.

CHS believes in each student's potential and is here to ensure every resource is available to help students achieve their goals.

Methods of Instructional Delivery

CHS courses are crafted by subject matter experts and delivered by experienced, highly-qualified educators who are passionate about student success. The CHS experience not only provides a high-quality accredited education but also prepares students for the next step in their journey to social and economic mobility. We have two methods of instructional delivery: CHS Online and CHS Offline.

CHS Online

Each online course includes engaging instructional content, self-checks, general tips for learning, assessments administered through Canvas, interactive video assignments, virtual science labs, and educational games. These interactive elements provide an innovative approach to learning that inspires and challenges each student's innate brilliance, ensuring they are not only learning but also fully engaged with the material to achieve concept mastery. Students complete assessments and submit their work to faculty to be graded online.

CHS Offline

CHS Offline is a traditional correspondence model that uses hard copy textbooks and learning guides that are shipped to students. Each Offline course features a comprehensive learning guide designed to make learning both accessible and engaging. The guide provides step-by-step learning with practical insights and self-check activities to ensure students are making progress. With an open book approach, students can learn at their own pace while staying motivated and confident in their journey. Students submit their completed assessments by mail, email, or by uploading them to Canvas to be graded.

If students do not have internet access and need to reach their instructor, they can contact the Academics office for assistance. The Academics office will email the instructor to help coordinate a phone call, ensuring students receive the support they need to stay on track.

All CHS academic subjects are aligned with Florida's standards and provide access to high-quality Open Educational Resources (OER), ensuring that students receive a well-rounded education tailored to meet national learning goals, equipping them with the knowledge and skills needed to begin their college or career journey with confidence.

Assessment Submission Guidelines

CHS provides two methods for submitting assessments: Online and Offline. Regardless of the submission method, assessments and exams are graded by a state-certified teacher within 48 hours of submission, with this timeframe applying individually to each assignment to ensure thorough feedback. All assessments may be resubmitted to demonstrate mastery and earn a higher grade. Students may resubmit assignments to demonstrate mastery and earn a higher grade, except for midterms, final exams, midterm projects/essays, final projects/essays. Students must earn a 60% or higher on all midterm and final exams and assessments to complete a course and receive a final grade, along with a Certificate of Completion/Grade Report.

CHS Online

For Online courses, all assessments and exams can be completed in Canvas by uploading files, using the textbox feature, or uploading media and audio recordings. Students complete their assessments and submit their work directly through Canvas.

CHS Offline

Offline students have access to Canvas but are not required to use it. Assignments and exams can be submitted to Citizens High School using one of the following methods:

- By mail via the U.S. Postal Service or another reliable carrier
- By scanning and emailing to exams@citizenshighschool.com
- By scanning and uploading to Canvas

Important Guidelines for Submitting Offline Assignments:

- **Faxed Exams:** Faxed exams are not accepted unless special arrangements have been made in advance, and faxing is the only available option.
- **Mailing Envelopes:** Use the provided mailing envelopes to submit work by mail. Be sure to include sufficient postage, as mail without enough postage will be returned by the U.S. Postal Service.
- **Lost Mail Disclaimer:** CHS is not responsible for any mail lost in transit. Students are encouraged to keep rough drafts or copies of all assignments to prevent lost work.
- **Final Exam Submission:** When offline students submit their final exam, they agree to complete the course once the final exam is graded. After submission, the course will not be reinstated for resubmission of work. If students wish to resubmit work to improve their grade, they should ensure all resubmitted work is graded before submitting the final exam.

CHS strongly recommends that students submit each assignment as soon as it is completed. Course lessons build on previous concepts, making it important for students to receive timely feedback to ensure proper understanding and progress. Feedback helps build a strong foundation for subsequent lessons. While multiple assignments can be submitted at once, CHS advises against submitting an entire course at one time, as feedback is essential for continuous learning and improvement.

Please Note: For offline submissions, only work that is received in legible and scannable condition, with the student's name, course number, and assignment number, will be processed. If these requirements are not met, the work will be returned to the student without uploading. Additionally, work that is torn, dirty, stained, or otherwise unsightly (e.g., containing dirt or food) will not be accepted and will be mailed back to the student unsubmitted. The student will be required to redo and resubmit the assignments in acceptable condition.

After assignments arrive at CHS by mail or email, it takes one to two days for processing and distribution to teachers for grading. Teachers are allowed up to 48 hours per assignment to provide feedback. For mailed assignments, it takes an additional three to five business days for graded assignments to be returned to students. Assignments submitted directly through Canvas will be graded within 48 hours, with teacher feedback included.

CHS Program Graduation Requirements

The following credits are required for graduation from Citizens High School:

- **College Diploma (24 credits):**
 - 4 English
 - 4 Math
 - 3 Science (including 2 labs)
 - 3 Social Studies (including US and World History, and Government/Economics)
 - 10 Electives
- **Career Diploma (18 credits):**
 - 4 English
 - 2 Math
 - 1 Science
 - 1 Social Studies
 - 1 Life Skills
 - 1 Career Skills
 - 8 Electives
- **High School Diploma for Job Corps (22 credits):**
 - 4 English
 - 3 Math
 - 3 Science
 - 3.5 Social Studies
 - 1 Life Skills
 - 1 College and Career Skills
 - 6.5 Other, including 2 Electives

Students can enroll in their next course after successfully completing each course. Upon completing all required subjects, settling any outstanding financial accounts, and successfully completing a graduation audit, the student is awarded an accredited high school diploma. Students in the College and Career programs must earn a cumulative grade point average (GPA) of 2.0 or higher to be eligible for graduation.

Please Note: While the program is conducted as a self-paced, asynchronous program, students must be enrolled for a minimum of 28 days for a full-credit course and a minimum of 14 days for a half-credit course. Full-credit courses are designed to be completed within 16 weeks, and half-credit courses within 8 weeks. Students may complete their courses in less time, but not in fewer than the minimum enrollment periods.

Graduation Ceremonies

Citizens High School is proud to celebrate the achievements of our graduates through multiple virtual graduation ceremonies held throughout the year. The dates and times of these ceremonies will be communicated to graduates well in advance, along with a detailed graduation program. Friends and family members are warmly invited to join in these special events to honor their graduate's accomplishments.

How to Contact CHS

Student Counseling & Information Request Procedures

For questions about programs of study, registration, or information contained in the CHS Catalog or Student and Parent Handbook, or to change your contact information please contact:

Citizens High School Attn: Student Services
1590 Island Lane, Suite 44
Fleming Island, Florida 32003
Email: studentservices@citizenshighschool.com
Phone: (800) 736-4723

Academics Office

Email: academics@citizenshighschool.com

By Phone: (904) 276-1700

CHS will respond to all requests within two business days of receipt. Requests received on Saturdays or Sundays will be answered during regular business hours the following week. CHS offices are open by phone Monday through Friday, 9:00 A.M. to 5:00 P.M. EST.

Important Note: To ensure a timely response, please include the student's full name, CHS Student Number, and a return email address or phone number (with area code) in all requests. Students should also notify the school promptly of any changes to their name, mailing address, phone number, email address, or enrollment status.

Requests for Help with Coursework

To Contact Your Instructor: All students must communicate with their teachers exclusively through the Canvas inbox. The Canvas inbox can be accessed via the left-hand menu in the Canvas Learning Management System. This is the only officially recognized method of communication between students and faculty at Citizens High School.

Please contact your instructor through Canvas regarding:

- Course grade
- Course content
- Test access codes
- Stop and discuss assignments

Use an appropriate subject line, such as: "Attn: Teacher Assistance for Class XYZ." This is the only officially recognized method of communication between students and faculty at Citizens High School. Use an appropriate subject line, such as: "Attn: Teacher Assistance for Class XYZ."

When requesting help with coursework, be specific about the problems you need help with and provide examples. Refer to chapter exercises, page numbers, and/or specific concepts that need clarification. The more specific your inquiry, the more detailed the teacher's response will be.

Technology Requirements

Students may use a computer, tablet, or other mobile device to access their courses and review lessons. A computer and software program such as Microsoft Office or OpenOffice will be necessary to complete required assessments in the courses.

Computer Specifications

For best performance, you should access Canvas with a computer that supports the most recent browser versions. It is recommended to use a computer five years old or newer with at least 1GB of RAM.

Operating Systems

Canvas only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

Supported Browsers

Google Chrome is the supported browser for Canvas LMS.

JavaScript

JavaScript must be enabled to run Canvas

Canvas on Mobile Devices

The Canvas interface is optimized for desktop displays, so using small form factors such as phones may not provide the best experience. For the best user experience, please download the Canvas mobile applications. The Canvas mobile applications require Android 8.0 or later and iOS 16.0 or later. Canvas offers limited support for native mobile browsers on tablet devices. For additional details, please reference the limited-support mobile browser guidelines.

Mobile Browsers

Visit the Apple Store or the Play Store to download mobile browsers. The following major browsers are compatible with mobile devices:

iOS

- Safari (default browser with limited Canvas support)
- Chrome

Android

- Chrome (default browser with limited Canvas support)
- Firefox

Internet Speed

- Canvas has been carefully crafted to accommodate low bandwidth environments.
- It is recommended to have a minimum internet speed of 512kbps.

Screen Size

CHS Online courses are best viewed at a minimum resolution of 800x600. If you want to view Canvas on a device with a smaller screen, we recommend using the Canvas mobile app.

Screen Readers

- Macintosh: VoiceOver (latest version for Safari)
- PC: JAWS (latest version for Chrome and Firefox)
- PC: NVDA (latest version for Chrome and Firefox)

Software

Software programs such as Microsoft Office, OpenOffice, and Google Docs & Sheets may be necessary to complete some assessments. Microsoft Office can be purchased at <https://www.office.com> or local retailers. OpenOffice works with many operating systems and is free to download at <http://www.openoffice.org>.

Audio & Recording Device

- Speakers or headphones with microphone capabilities may be necessary to complete some assessments.
- Students can use the free Canva.com platform to create audio and video recordings for assignments.

Media Player

A media player may be necessary to playback recordings and video lessons. Most computers come equipped with a media player. If not, you can download a free media player at <https://www.real.com>.

School Policies & Procedures

CHS Academic Integrity and Policies

Honor System

At Citizens High School (CHS), personal honor and integrity are essential in all interactions with the school and the completion of coursework. To uphold these values, CHS emphasizes academic integrity from the outset of a student's enrollment.

Orientation and Academic Integrity

In the CHS orientation course, students learn the importance of academic integrity and complete activities that demonstrate their understanding of academic honesty. Students are introduced to Copyleaks.com, a plagiarism detection tool used for all submitted assessments in Canvas. Additionally, CHS Online students access their lessons and assessments in Canvas using a unique login and password, ensuring secure and individualized access. Sharing login credentials is strictly prohibited. For CHS Offline students, this information is included in the orientation packet sent with their materials.

Guidelines for Academic Conduct:

- While students may receive help in preparing for exams, all exams must be completed independently, without cheating or plagiarizing.
- Students may discuss lesson material with others, but all submitted work must be the student's original creation.

AI Usage Policy

At Citizens High School, we uphold the highest standards of academic integrity and ethical conduct. The use of Artificial Intelligence (AI) in course assignments is strictly monitored and regulated.

Policy Guidelines:

- **AI Detection Tools:** CHS officially uses Copyleaks.com and Quillbot to monitor and detect the use of AI-generated content in all assignments submitted through the Canvas Learning Management System. However, CHS reserves the right to utilize evolving technologies and techniques to ensure academic integrity.
- **Notification and Re-Submission Requirement:** If AI-generated content is detected, students will be promptly notified and required to re-submit their work. This approach ensures fairness and adapts to the evolving landscape of educational technology.

Repercussions for AI Use:

- **Initial Use of AI:** Students will be allowed to resubmit the assignment for 95% of their grade.
- **Second Use of AI:** Students will receive only 50% of the grade for the resubmitted assignment.
- **Third Use of AI:** Students will forfeit the opportunity for resubmission and receive a grade of 0 on all subsequent assignments.

Job Corps AI Policy

Citizens High School is committed to maintaining the highest standards of academic integrity. To uphold these standards, CHS officially uses Copyleaks.com and Quillbot to monitor AI use in all assignments submitted through our Canvas Learning Management System. CHS reserves the right to implement and utilize evolving technologies and techniques to continue ensuring the authenticity of student work.

Specific Policy for Job Corps Centers:

Job Corps centers have unique course structures, often including only one critical writing assignment, which requires specialized attention to ensure academic integrity. It is essential that Job Corps students complete these assignments in their own words, even if it requires multiple attempts. Students will not complete a course if their writing assignment is flagged for AI use. This policy is vital to communicate clearly to Job Corps students and their teachers.

Consequences for AI Use in Job Corps Writing Assignments:

- **First Offense:** Students will lose 5% of their grade and will have the opportunity to redo the assignment.
- **Second Offense:** Students will lose 50% of their grade and must redo the assignment.
- **Third Offense:** Students will not have the opportunity to earn a grade higher than 50% on the assignment and will not be allowed to progress through the rest of the course until the assignment is completed in their own words.

Enforcement and Impact:

This policy is designed to ensure academic integrity and maintain the value of the educational experience for all students. Failure to comply with this policy will delay graduation dates and disrupt future plans. Students must understand that their future is in their own hands and that they cannot progress through their high school diploma without completing their written work honestly and independently.

This comprehensive AI Usage Policy reflects CHS's dedication to using advanced AI detection tools while remaining adaptable to new technologies, ensuring that the school maintains high academic standards and integrity across all programs, including those in Job Corps centers.

Affiliate AI Policy

At Citizens High School, we uphold the highest standards of academic integrity and ethical conduct. The use of Artificial Intelligence in coursework is strictly monitored and regulated.

Policy Guidelines:

- **AI Detection Tools:** CHS officially uses Copyleaks.com and Quillbot to monitor AI use in all assignments submitted through the Canvas Learning Management System. CHS reserves the right to utilize evolving technologies and techniques to ensure the continued upholding of academic integrity.
- **Notification and Re-Submission Requirement:** When AI-generated content is detected by any of the systems or techniques employed, students will be notified promptly. All students whose work is flagged for AI involvement will be required to re-submit their assignments. This approach ensures fairness and consistency while adapting to the rapidly changing landscape of educational technology.

Consequences for AI Use:

- **Initial Use of AI:** If a student is found to have used AI on an assignment for the first time, they will be allowed to resubmit the assignment for 95% of their grade.
- **Second Use of AI:** Should a student resort to using AI for a second time within the same course, they will face a significant penalty. In such cases, the student will only be eligible to receive 50% of the grade for the resubmitted assignment.
- **Third Use of AI:** If a student persists in using AI for a third time within the same course, they will forfeit the opportunity for any further resubmissions. The student will receive a grade of 0 on all subsequent assignments.

Affiliate Clause:

For students who may be developing mastery of the English language and utilize Google Translate: They must first write their assignments in their original language and subsequently provide the translated version using Google Translate. This procedure enables teachers to thoroughly analyze their work and better discern any AI-generated content. In the event that work is flagged for AI involvement and no original work is furnished, the student will be subject to the standard AI policy outlined above.

Documentation and Referral:

Instances of repeated AI usage will be documented in the student's academic file. This information will be referenced in future instances and may be considered by the Academic team when reviewing course enrollments or academic standing.

Rationale:

The use of AI undermines the fundamental principles of learning, critical thinking, and academic honesty. Students are expected to engage actively with course materials, demonstrate their understanding, and develop their skills through legitimate means. Dependence on AI detracts from these objectives and compromises the integrity of the educational process.

Enforcement:

This policy will be strictly enforced, and any violations will be subject to appropriate disciplinary action. It is incumbent upon all students to adhere to these guidelines and uphold the values of academic integrity and personal responsibility.

At Citizens High School, we are committed to fostering an environment of academic excellence, integrity, and ethical conduct. The use of AI in courses is antithetical to these principles and will not be tolerated. We trust that all members of our community will uphold these standards and contribute to a culture of honesty, respect, and genuine learning.

Communication and Privacy

Official Communication Policy for Students

Purpose: This policy outlines the official communication procedures for students at Citizens High School to ensure clear and consistent interaction between students and faculty.

Policy:

- **Official Communication Platform:** All students must communicate with their teachers exclusively through the Canvas inbox. The Canvas inbox can be accessed via the left-hand menu in the Canvas Learning Management System. This is the only officially recognized method of communication between students and faculty at Citizens High School.

- **Non-Recognized Communication Methods:** Messages sent to teachers through course comments, external emails, or any other platform outside of the Canvas inbox do not constitute official communication. Teachers are not obligated to respond to such messages within their contracted hours, and these communications will not be recognized by faculty or administration.
- **Accessibility:** Students are encouraged to utilize the Canvas inbox to send messages to faculty at any time. Teachers will respond to messages sent through the Canvas inbox during their contracted hours, ensuring timely and official communication.

Enforcement: It is the student’s responsibility to adhere to this communication policy. Failure to use the Canvas inbox for communication may result in delays or a lack of response from faculty. Only communications through the Canvas inbox will be acknowledged by Citizens High School faculty and administration.

This policy is intended to streamline and secure communication processes within Citizens High School, ensuring that all student-faculty interactions are conducted through the appropriate channels.

Respectful Communication Policy

Purpose: Citizens High School is committed to fostering a positive and respectful learning environment for all students, staff, faculty, and administrators. This policy outlines the expectations for communication within the CHS community to ensure that interactions are conducted with respect and integrity.

Policy:

- **Expectations for Communication:** All students, guardians, and members of the Citizens High School community are required to communicate with teachers, staff, administrators, and peers with the utmost respect and integrity. This applies to all forms of communication, whether verbal or written.
- **Commitment to Service:** The dedicated team members of Citizens High School work diligently to provide the highest quality educational services. This level of service can only be maintained when communication is characterized by respect, openness, and a willingness to share necessary information.
- **Zero Tolerance for Disrespect:** Citizens High School maintains a zero-tolerance policy for any form of disrespectful or rude behavior directed toward team members or others within the CHS community. This includes, but is not limited to, inappropriate language, tone, or content in communications.

Consequences for Violations:

- **First Offense:** The student will receive a written warning outlining the violation of the Respectful Communication Policy. The warning will remind the student of the school's expectations for respectful communication and serve as a formal record of the incident.
- **Second Offense:** The student will receive a second written warning and may be required to meet with a member of the Academic Team to discuss the behavior. The meeting will focus on correcting the behavior and reaffirming the importance of maintaining respectful communication.
- **Third Offense:** The student will face a formal disciplinary action, which may include temporary suspension from their courses. Continued violations beyond the third offense may result in further disciplinary measures, including possible dismissal from Citizens High School.

Enforcement: The Academics team at Citizens High School is authorized to enforce this policy. Any violations will be addressed promptly to ensure the maintenance of a respectful and supportive educational environment. Repeated behavior violating this policy will lead to dismissal from Citizens High School.

This policy underscores Citizens High School's commitment to a culture of respect and professionalism, ensuring that all members of the CHS community can thrive in a positive and supportive atmosphere.

Privacy Policy

Citizens High School makes every effort to protect student privacy. The privacy policy is detailed on the website at:

https://citizenshighschool.com/wp-content/uploads/2022/05/CEI-Privacy-Policy_05-22.pdf

Academic Procedures

Citizens High School Course Completion and Closure Policy

Purpose: This policy outlines the procedures and requirements for the completion and closure of courses at Citizens High School. It aims to ensure students are aware of the expectations for successfully completing and closing a course to receive a final grade.

Policy:

- **Timely Communication:** If a student requires a course to be closed or a transcript issued by a certain date, they must communicate this need to the instructor in advance. Students must allow at least one week between the submission of the final assignment and the desired closure date to ensure all services can be rendered properly in accordance with CHS enrollment policies.
- **Completion Requirement:** A student must complete 95% of the coursework to be eligible for course completion and closure. This includes all major assignments, assessments, and any other required activities. Courses that qualify for closure will be closed by the Academics department.
- **Grading Time:** Instructors will have between 48 hours to one week to grade all submitted work, depending on the volume of assignments turned in at one time. Students are responsible for accounting for this grading time when planning to complete and close a course by a specific date.
- **Payment and Course Expiration:** If a student's course expiration date or payment due date falls before the instructor has the opportunity to grade all submitted work, the student is responsible for the next payment period. This ensures that the course remains open and grades can be processed appropriately.
- **Special Requests:** Any special requests for course closure or transcript issuance must be communicated clearly to ensure appropriate accommodations.

Enforcement: Compliance with this policy is mandatory for all students enrolled at CHS. Failure to adhere to these guidelines may result in delays in course closure, transcript issuance, or additional financial obligations.

This policy is designed to maintain the academic integrity of CHS while providing clear expectations for students regarding course completion and closure.

Assignment Completion Policy

Purpose: The purpose of this policy is to ensure that all students at Citizens High School fully engage with and complete the coursework as designed. This policy outlines the expectations for completing assignments and activities in each course.

Policy:

- **Agreement to Complete Coursework:** By enrolling in courses at Citizens High School, students agree to complete all assignments and activities as they are presented. This includes, but is not limited to, video assignments, writing assignments, projects, and assessments, which must be completed according to the provided directions and rubrics.
- **No Opt-Outs:** Students may not opt out of assignments based on personal preferences or requests for alternative assignments. All students are expected to fully participate in the coursework as it has been designed by the instructional team.
- **No Obligation for Alternative Assignments:** Citizens High School is under no obligation to provide or offer alternative assignments or assessments. The courses are carefully developed with specific content and skill-building activities that align with the learning outcomes necessary for success in college and career pathways.
- **Commitment to Core Objectives:** The assignments and assessments included in each course are integral to the educational objectives at Citizens High School. These are designed to build essential skills that support social and economic mobility for students. Modifying or weakening these assessments would compromise the integrity of the educational experience, and therefore, such changes will not be made.
- **Communication with Instructors:** Students must communicate with their instructors if they wish to not complete assignments before the course closure date. This communication should be initiated as soon as possible to allow for appropriate planning and accommodations if necessary.

Job Corps Assignment Completion

- Students must remain active in their courses, whether online or offline. Students who do not engage with their courses through assignment submission for a period of over 29 days will be removed from that course. If a new section of that course is released during the withdrawal process, the student will be placed in the new section of the course and will be responsible for completing coursework in the new section.

Enforcement: Students are required to complete all course assignments and activities as directed. Failure to comply with this policy may result in academic consequences, including the potential for receiving a lower grade or not receiving credit for the course.

This policy ensures that the educational standards and objectives of Citizens High School are upheld, providing students with the rigorous and meaningful learning experiences necessary for their future success.

Student Rights and Records

Statement of Nondiscrimination

Citizens High School (CHS) does not discriminate on the basis of race, color, religion or creed, sex, ethnic or national origin, age, or disability. CHS is committed to fostering an inclusive and equitable learning environment for all students.

Student Records and FERPA

To ensure the confidentiality of student records in accordance with state statutes and the Family Educational 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 written permission.

- For students under 18 years of age, written permission must be provided by the student's parent or guardian.
- For students 18 years of age or older, written permission must be provided by the student.

Note: Official academic records and grade transcripts cannot be released until all financial obligations to the school are met.

CHS prioritizes the protection of student privacy and compliance with all relevant legal requirements regarding educational records.

Official Transcript Requests

Students can request a copy of their official transcript through Parchment, accessible via the Citizens High School website under the "Request Transcript" section. Digital copies of official transcripts will be securely delivered to the designated recipients through Parchment.

School Operations

School Holidays and Closures

Citizens High School observes the following holidays each year:

- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Christmas
- New Year's Day

Holiday Observance:

- If a 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.

While the CHS main office and academic staff are off during these holidays, students can still access their courses and maintain progress in their learning. CHS courses remain open and available 24/7, even on holidays, allowing students to continue their education without interruption. Additionally, the school offices reserve the right to close during inclement weather or other unforeseen circumstances. However, the online learning systems will remain accessible to ensure students can continue their studies uninterrupted.

Student Grievance Procedure

At Citizens High School, providing the best educational program and services to all students is a top priority. We are committed to resolving any problems or concerns promptly and courteously.

If a student or parent has questions, concerns, or dissatisfaction with any aspect of the program of study or services provided by Citizens High School, including but not limited to:

- Misunderstanding of administrative policies and procedures
- Financial or technical issues
- Program content and curriculum concerns
- Teacher-related matters, such as grading
- Delays in service
- Appeals of administrative decisions related to academic misconduct or dismissal

The student or parent may contact the school's Administrator of Student Services at:

Citizens High School
Attn: Sr. Director of Student Operations
1590 Island Lane, Suite 44
Fleming Island, Florida 32003
Phone: (904) 276-1700 (9:00 A.M. to 5:00 P.M. EST)
Fax: (904) 272-6702 (available 24 hours daily)
Email: studentservices@citizenshighschool.com

Response Time:

The school generally responds to all complaints within two to five business days of receiving the grievance. Requests received on a Saturday or Sunday will be addressed during regular business hours the following week.

Escalating a Grievance: If the complaint is not adequately addressed or resolved to the satisfaction of the student or parent, the grievance may be presented in writing or via email within seven business days to the CHS Chief Operations Officer at:

Citizens High School
Attn: Andrew Herd, Chief Operations Officer
1590 Island Lane, Suite 44
Fleming Island, Florida 32003
Email: aherd@citizenshighschool.com

The Chief Operations Officer will convene a committee of appropriate school officials to evaluate the grievance within five business days of receipt.

External Resolution: If the grievance is not resolved satisfactorily through the above steps, further assistance can be sought from the following organizations:

Office of Independent Education, FL Department of Education

325 W. Gaines Street, Tallahassee, FL 32399

Phone: 800-447-1636

www.fldoe.org/schools/school-choice/private-Schools/parent-info.shtml

Distance Education Accrediting Commission (DEAC)

1101 17th Street NW, Suite 808, Washington, D.C. 20036

Phone: 202-234-5100

www.deac.org/Student-Center/Complaint-Process.aspx

This grievance procedure ensures that all concerns are addressed transparently, equitably, and in a timely manner.

Standards of Academic Progress

Satisfactory Academic Progress (SAP) at Citizens High School is measured using both qualitative and quantitative criteria to ensure students are on track to achieve their academic goals.

Qualitative Measure:

- Students enrolled in any program leading to a high school diploma must achieve a 2.0 grade point average (GPA) to graduate.
- Maintaining a 2.0 overall GPA is required to be considered making satisfactory academic progress.

Quantitative Measure:

- Course Completion Time: Students should complete:
 - 1 credit course within 16 weeks.
 - Half credit course within 8 weeks.

- A 1 credit course includes a four-week automatic extension if needed.
 - At the end of each course, students will receive an automatic email if an extension is required. This email will prompt students to complete an Academic Plan form to request the extension and outline why their course was not completed in the initial time frame. If the course is not completed during this extension, the student will be flagged for further review by the Academics Department.
- Students may request an additional 16-week term to complete the course if necessary.
- **Pacing Requirement:** Students must maintain a pace consistent with graduation within 150% of the normal program length:
 - High School Diploma for College: Normal length = 4 years; maximum length = 6 years.
 - High School Diploma for Career: Normal length = 3 years; maximum length = 4.5 years.

Student progress is measured based on credits earned versus attempted, ensuring alignment with expected pacing. Students exceeding the maximum timeframe are considered not making satisfactory progress.

Special Considerations:

- **Job Corps Program:** Students in the high school diploma for Job Corps program, with an expectation of completion in 2.5 years, are subject to the federal Job Corps Handbook requirements. Progress for Job Corps students is managed by their Job Corps site affiliate.

Academic Interventions:

- Students failing to achieve passing grades or flagged for lack of progress must work with the Academics Department to develop an Academic Success Plan.
- Students may face academic probation or dismissal if progress does not improve.
- If a student is academically dismissed, they will be removed from their program for 90 days. After the 90-day withdrawal period, students must reapply to CHS and restart any courses they were withdrawn from. Courses completed prior to the withdrawal will remain on the transcript, but incomplete courses that led to the dismissal will not be retained.
- Students failing to achieve passing grades or flagged for lack of progress must work with the Academics Department to develop an Academic Success Plan.
- Students may face academic probation or dismissal if progress does not improve.

- Incomplete grades will not appear on the student’s official record for unfinished courses.
- CHS monitors progress through pacing reports and contacts students falling behind to encourage timely progress.

Formal Evaluation:

- Academic progress is formally evaluated annually.
- To meet the quantitative measure, students must successfully complete at least 66.7% of all attempted credits each academic year.
- Students identified as not making satisfactory academic progress during the annual review will meet with the Academics Department to create a Student Success Plan. Students inconsistent with graduation requirements may face dismissal.

Individual Courses - Extension After Program Expiration:

- If a course in the Individual Course Program is not completed within ten months of enrollment, the student will be deemed to be making unsatisfactory academic progress, and their enrollment status will be transferred to inactive.

Flexible Pacing: As a self-paced program, CHS supports individualized learning styles and goals. Flexible pacing allows students to tailor their progress, while still adhering to overall standards for satisfactory academic progress.

Grading Scale

Points	Grade	Quality Points
100-90	A	4.0
89-80	B	3.0
79-70	C	2.0
69-60	D	1.0
Below 60	F	0.0

Students receiving failing grades below 60 will need to revise their work to earn a passing grade.

Academic Good Standing Certification

Students needing verification of enrollment and satisfactory academic progress for submission to an outside agency (such as the Driver's License Bureau, Social Security, Family Services, a health or driver's insurance company), a local school board, or for employment purposes must meet certain requirements for academic good standing. Many 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.

Requirements for Academic Good Standing Certification:

1. Full-Time Status:

- To be certified as a full-time student, assignments must be submitted to the school for grading on a regular basis.
- Failure to submit an assignment for a period exceeding 60 days will result in the student's status being reduced to halftime for purposes of certification.

2. Satisfactory Academic Progress:

- Subjects received within an academic year must be completed within a reasonable length of time, or no later than nine months from the date of enrollment, to be considered as making satisfactory academic progress.

3. Account Status:

- Before CHS can certify a student as being in good standing, the student's account must be current on all required tuition payments at the time of certification.

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 upon receipt of a written request by Citizens High School.

Tuition and Fees

Monthly Tuition Plan

Citizens High School (CHS) offers flexible and straightforward tuition payment plans tailored to meet the needs of our students and their families. Whether you're pursuing an online or offline high school diploma or enrolling in individual courses, our plans are designed to accommodate various learning timelines and credit transfer opportunities. Below, you'll find details on tuition costs, payment terms, and factors that may impact the total program cost or monthly payments.

➤ Online High School Diploma for College

<u>Monthly Payment</u> <i>Amount paid per month.</i>	<u>Number of Payments</u> <i>Maximum number of months payment will be deducted.</i>	<u>Total Program Cost</u> <i>The amount you will have paid when you have made all scheduled payments.</i>
\$438.00	48 Months*	\$21,200.00^

*The expected course completion time for each course is 16 weeks. **Accelerated course completion and/or transfer credits may reduce the number of monthly payments and the total program cost, while course extensions may increase both.**

^The amount reflected above is for an incoming 9th grader - Calculation based on total program cost of \$21,200.00 (\$438 per month x 48 months + \$200 Non-Refundable Registration Fee).

➤ Offline High School Diploma for College

<u>Monthly Payment</u> <i>Amount paid per month.</i>	<u>Number of Payments</u> <i>Maximum number of months payment will be deducted.</i>	<u>Total Program Cost</u> <i>The amount you will have paid when you have made all scheduled payments.</i>
\$448.00	48 Months*	\$21,704.00^

*The expected course completion time for each course is 16 weeks. **Accelerated course completion and/or transfer credits may reduce the number of monthly payments and the total program cost, while course extensions may increase both.**

The total cost shown above is based on an incoming 9th-grade student, calculated at \$21,704.00 (\$448 per month x 48 months + \$200 non-refundable registration fee).*

➤ Online High School Diploma for Career

<u>Monthly Payment</u> <i>Amount paid per month.</i>	<u>Number of Payments</u> <i>Maximum number of months payment will be deducted.</i>	<u>Total Program Cost</u> <i>The amount you will have paid when you have made all scheduled payments.</i>
\$438.00	36 Months*	\$15,950.00^

*The expected course completion time for each course is 16 weeks. **Accelerated course completion and/or transfer credits may reduce the number of monthly payments and the total program cost, while course extensions may increase both.**

The total cost shown above is based on an incoming 9th-grade student, calculated at \$15,950.00 (\$438 per month x 36 months + \$200 non-refundable registration fee).*

➤ **Offline High School Diploma for Career**

<u>Monthly Payment</u> <i>Amount paid per month.</i>	<u>Number of Payments</u> <i>Maximum number of months payment will be deducted.</i>	<u>Total Program Cost</u> <i>The amount you will have paid when you have made all scheduled payments.</i>
\$448.00	36 Months*	\$16,328.00^

*The expected course completion time for each course is 16 weeks. **Accelerated course completion and/or transfer credits may reduce the number of monthly payments and the total program cost, while course extensions may increase both.**
The total cost shown above is based on an incoming 9th-grade student, calculated at \$16,328.00 (\$448 per month x 36 months + \$200 non-refundable registration fee).*

➤ **Online Individual Course Enrollment**

<u>Monthly Payment</u> <i>Amount paid per month / per course</i>	<u>Number of Payments</u> <i>Maximum number of months payment will be deducted.</i>	<u>Total Program Cost</u> <i>The amount you will have paid when you have made all scheduled payments.</i>
\$219.00	4 Months*	\$1050.00^

*The expected course completion time for each course is 16 weeks. **Accelerated course completion and/or transfer credits may reduce the number of monthly payments and the total program cost, while course extensions may increase both.**
The total cost shown above is based on an individual course, calculated at \$1,050 (1 course at \$219 per month x 4 months + \$175 non-refundable registration fee).*

➤ **Offline Individual Course Enrollment**

<u>Monthly Payment</u> <i>Amount paid per month / per course</i>	<u>Number of Payments</u> <i>Maximum number of months payment will be deducted.</i>	<u>Total Program Cost</u> <i>The amount you will have paid when you have made all scheduled payments.</i>
\$224.00	4 Months*	\$1075.20^

The expected course completion time for each course is 16 weeks. **Accelerated course completion and/or transfer credits may reduce the number of monthly payments and the total program cost, while course extensions may increase both.
The total cost shown above is based on an individual course, calculated at \$1,075.20 (1 course at \$224 per month x 4 months + \$179.20 non-refundable registration fee).*

Please Note: Monthly tuition payments must be made on time, regardless of a student's academic progress. If tuition payments are more than 5 days delinquent, students will lose access to their course materials in Canvas until payment is made.

Scholarship Program Policy

Objective

The Scholarship Program at Citizens High School (CHS) is designed to provide financial aid to domestic high school students, reducing tuition costs and expanding access to education. This program features an inclusive application process and ongoing monitoring to ensure continued eligibility.

Scholarship Award and Use

- **Award Amount:** Scholarships are applied directly to reduce the overall tuition cost of the program. The specific amount will be detailed in the scholarship addendum.
- **Restrictions:** Scholarships are non-transferable, cannot be redeemed for cash, and are strictly applied toward tuition. Fees such as registration or dual credit fees are not covered. Scholarship funds are non-refundable and will not be returned directly to the student.

Eligibility Criteria

- **Residency Requirement:** Applicants must reside in the United States and maintain a U.S. address for the duration of enrollment.
- **Academic Progress:** Students must maintain satisfactory academic progress (SAP) and a minimum GPA of 2.5.
- **Conduct:** Scholarship recipients must adhere to all CHS academic and conduct policies.

Application Process

- **Online Application:** Students complete a simple online form at the time of enrollment, providing basic details such as name, date of birth, and address.

Scholarship Maintenance and Monitoring

- **Mid-Year Checks:** Monthly reviews are conducted to assess academic progress. At-risk students are flagged for support or potential loss of eligibility.
- **Annual Review:** Scholarship renewal is contingent on maintaining eligibility requirements. Students who become ineligible will be notified.
- **Renewal and Continuation:** Scholarships are awarded on a semester basis unless otherwise specified. Renewal requires compliance with all academic and behavioral policies, as well as specific scholarship criteria.
- **Acknowledgment of Terms:** By making the first payment of the scholarship-adjusted tuition, students confirm their understanding and acceptance of all scholarship-related obligations and requirements.

Schedule of Fees

Registration Fee

- **High School Diploma Programs:** A one-time, non-refundable registration fee of \$200 is included in the Enrollment Agreement.
- **Online Individual Course Registration:** A one-time, non-refundable registration fee of \$175 is included in the Enrollment Agreement.
- **Offline Individual Course Registration:** A one-time, non-refundable registration fee of \$179.20 is included in the Enrollment Agreement.

Please Note:

- **At Enrollment:** The registration fee is not required as an upfront payment.
- **Refund Calculation:** If a student does not complete their program, the registration fee will be included in the refund calculation.

Dual Credit Fees: Each dual credit course requires an upfront payment of \$500 in addition to the monthly tuition cost. This \$500 fee is refundable only if the student drops the course within the designated add/drop period. Refer to the course schedule for specific add/drop deadlines.

Grade Transcripts/Diplomas

- **Transcript Fees:** Electronic delivery of transcripts through Parchment incurs a fee of \$4.65 per transcript. Additional fees may apply for mailed transcripts, as determined by Parchment.
- **Diploma Fee:** Diplomas are provided at no cost at the time of graduation. A replacement diploma with another signed original costs \$25.00.

Course Extension Requests

If a student has not completed a course by the end of the 16-week term, their enrollment will be automatically extended for four weeks unless they opt out. Students can extend any 16-week term by four weeks for an additional monthly tuition charge of \$438.

- **Further Extensions:** If a student is still not finished with the course after the four-week extension, they will be placed on Student Academic Progress (SAP) hold and must submit a written request explaining why further extensions are needed. CHS will evaluate these requests on a case-by-case basis.

Maximum Program Costs

- **High School Diploma for College Program:** Total enrollment is limited to 72 months, with a maximum program cost of \$31,736 (72 x \$438 + registration fee).
- **High School Diploma for Career Program:** Total enrollment is limited to 54 months, with a maximum program cost of \$23,852 (54 x \$438 + registration fee).
- **Individual Course Enrollment:** Total enrollment is limited to 10 months, with a maximum program cost of \$2,365 (10 x \$219 + registration fee).

Enrollment Cancellation

- Citizens High School (CHS) will provide a 100% refund of all monies received, including the registration fee, if a student cancels enrollment within the first five days after submitting the Enrollment Agreement.
- CHS will refund 100% of any tuition paid for courses not started by the student. For online students, "started" means accessing the online course and participating in faculty/student interaction. For offline students, "started" means mailing any module to CHS for grading.
- Cancellation requests can be made in any manner; however, submitting a written request is strongly recommended.

Withdraw...	Owe...
1-5 Days after enrolling with CHS	
If enrollment cancellations is requested within five (5) days from midnight of the day on which the enrollment is signed, the school will issue a full refund	0.00 (100% Refund)
6 Days or more after enrolling with CHS	
If enrollment cancellation is requested after five (5) days from midnight of the day on which the enrollment agreement is signed.	Citizens is entitled to a registration fee of 20% of the total tuition or \$200.00, whichever is less, and any administrative fees applied. As part of the Student Protection Plan, Citizens will waive the registration fee of 20% of the total tuition or \$200.00. The student will not be responsible for any tuition after the date of the withdraw.

Enrollment Withdrawal/Refunds

Citizens High School is confident in the quality of its programs, but in the unlikely event you choose to withdraw, the following refund policy applies:

- 1.Registration Fees:** These fees are non-refundable unless the student withdraws within the first five days after submitting the Enrollment Agreement.
- 2.Program Completion:** No refund requests will be honored once the student completes the enrolled program.
- 3.Course Completion:** No refund is provided for courses that have been completed.
- 4.Individual Course Program:** Students enrolled in individual courses have 10 months from the original acceptance date to complete their courses. Refund requests will not be accepted after this time frame.

If a student is due a refund upon withdrawal, CHS will issue the refund within **30 days** of notification. If the student owes an amount greater than what has been paid, the balance must be paid to CHS within **30 days**.

Special Considerations: Refund and withdrawal policies may be adjusted in cases of illness, accidents, family deaths, or other circumstances beyond the student's control.

How to Notify CHS of Withdrawal or Cancellation

Students must notify CHS if they wish to withdraw from their program or cancel their enrollment. While notification can be made in any manner, submitting a written request is strongly recommended. Contact options include:

- Phone: (904) 276-1700
- Email: studentservices@citizenshighschool.com
- Mail: Send a written notice to:

Citizens High School
Attn: Student Services
1590 Island Lane, Suite 44
Fleming Island, FL 32003

Refund Calculation Tables

Refund calculations are based on the courses in which the student is enrolled at the time of withdrawal. The cost for each one-credit course is \$875, excluding the cost of extensions.

Example: A student withdrawing in week 9 of a one-credit course would not be eligible for a refund and would owe the full tuition of \$875. Similarly, for a half-credit course, the full tuition would be owed by the fifth week.

Full Credit Online Course		
COURSE WEEK	REFUND	TUITION CHARGE
1st week 80%	\$ 700.00	\$ 175.00
2nd week 70%	\$ 612.50	\$ 262.50
3rd week 60%	\$ 525.00	\$ 350.00
4th week 50%	\$ 437.50	\$ 437.50
5th week 40%	\$ 350.00	\$ 525.00
6th week 30%	\$ 262.50	\$ 612.50
7th week 20%	\$ 175.00	\$ 700.00
8th week 10%	\$ 87.50	\$ 787.50
9th week 0%	\$ -	\$ 875.00

Half Credit Online Course		
COURSE WEEK	REFUND	TUITION CHARGE
1st week 80%	\$ 350.40	\$ 87.60
2nd week 60%	\$ 262.80	\$ 175.20
3rd week 40%	\$ 175.20	\$ 262.80
4th week 20%	\$ 87.60	\$ 350.40
5th week 0%	\$ -	\$ 438.00

The refund owed is determined by the tables above for enrolled courses, plus the non-refundable registration fee. This amount is subtracted from payments made, excluding any course extension fees.

Student Account Holds and Delinquency Policies

Access to course materials and account management may be impacted for the following reasons:

Hold: Course Material

Access to course materials may be placed on hold for the following reasons:

- **Missing Grade Transcripts:** Students must submit grade transcripts for the evaluation of previous credits earned within 60 days. Access to materials will resume once the student’s transcript has been received and reviewed.
- **Tuition Non-Payment:** Access to materials will be suspended if required tuition payments are not made when due. For CHS Offline, shipments of coursework will be held until past-due monthly payments are brought current. Access will resume once the student’s account is current.

Delinquent Accounts

- **Monthly Charges:** Students are charged monthly using CHS's auto-payment system, which processes payments using the credit card on file.
- **Blocked Status:** If the system is unable to process the payment after five (5) days of unsuccessful attempts, the student's account will be placed on Blocked status. While on Blocked status, students cannot access their courses but can still access the Student Information System to make a payment, update their credit card, and view academic information.
- **Administrative Withdrawal:** If payments are not successfully made within 60 days of the last payment and after unsuccessful outreach from CHS, the student will be administratively withdrawn according to the Refund Policy.

Administrative Withdrawal Policy

If a student fails to make a required tuition payment for a period exceeding 60 days, their enrollment status will be administratively withdrawn. Administratively withdrawn students may re-enroll after 90 days by contacting Student Services via phone, email, or chat. All re-enrollments are subject to new terms and conditions.

Programs and Curriculum

Citizens High School (CHS) offers three high school diploma programs facilitated by state-certified teachers. These teachers monitor student progress and grade assignments, ensuring that students have the support needed for success. The available programs are:

Career High School Diploma

Designed for students ready to kick-start their careers, advance in the workplace, join the military, or pursue education at a community or technical college. Open to students who have completed the 8th grade, this program offers a practical curriculum designed to build essential skills and knowledge for real-world success.

Completion requires 18 credit hours, including:

- 4 English
- 2 Math
- 1 Science
- 1 Social Studies
- 1 Life Skills Elective
- 1 Career or Parenting Skills Elective
- 8 Elective Credits of your choice

College High School Diploma

Crafted for students aspiring to attend a 4-year college or university, this program challenges learners with advanced courses like higher-level math and science. It equips students with the knowledge and skills essential for a successful transition to post-secondary education.

Completion requires 24 credit hours, including:

- 4 English
- 4 Math
- 3 Science (including Biology + Lab and another lab course)
- 1 U.S. History
- 1 World History
- 1 Government
- 1 Economics
- 10 Elective Credits of your choice

High School Diploma for Job Corps

This program is available to students participating in the federal Job Corps program and adheres to the curriculum requirements of the federal contract. CHS does not directly enroll students in this program.

Completion requires 22 credit hours, including:

- 4 English
- 3 Math
- 3 Science
- 3 History/Social Studies
- 9 Other Courses and Electives

Career and College Resources for Pre-Graduates and Alumni

Take charge of your future with the tools and resources available at Citizens High School! Whether you're preparing for your career or planning your next academic step, our comprehensive guide can help you succeed. Learn more by visiting: <https://citizenshighschool.com/pre-graduation/>

Career and College Resources for Pre-Graduates and Alumni

Take charge of your future with the tools and resources available at Citizens High School! Whether you're preparing for your career or planning your next academic step, our comprehensive guide can help you succeed.

Career Services

Gain the confidence to step into the workforce with tools like resume-building workshops, interview preparation tips, and resources to help explore potential career paths. These services are tailored to equip graduates with the skills they need for success in the job market or advanced certifications.

College Planning Support

Find everything you need to navigate the path to higher education, including FAFSA resources, scholarship guides, and tips for applying to colleges. These resources empower graduates to take the reins and confidently approach the college admissions process.

Learn more by visiting: <https://citizenshighschool.com/pre-graduation/>

CHS Program Learning Outcomes (PLO)

The high school curricula at CHS are designed to provide students with a strong foundation in language arts, social studies, mathematics, and science. CHS offers three programs leading to a high school diploma:

College Diploma Program Outcomes

The College Diploma Program aligns with the Florida academic standards for college preparatory high school diplomas and includes the following outcomes:

1. **Quantitative and Analytical Skills:** Students will apply mathematical operations to solve problems, meeting the Florida BEST Standards for Mathematics (9-12) and requiring 4 Math credits.
2. **Written and Oral Communication:** Students will demonstrate comprehension through effective written and oral communication, aligning with the 4-credit English requirement.
3. **Digital Literacy:** Students will competently use digital tools and databases for research and learning, meeting the online course requirement.
4. **Global Perspectives:** Students will describe diverse cultures and populations, fulfilling the 3-credit social sciences requirement.
5. **College Readiness:** Students will understand the steps needed to prepare and apply for college.
6. **Scientific Exploration:** Students will explore natural phenomena through hands-on or virtual labs, satisfying the 3-credit science requirement (including lab science).

Career Diploma Program Outcomes

The Career Diploma Program focuses on career and technical education pathways, including the following outcomes:

1. **Quantitative and Analytical Skills:** Students will apply mathematical operations to solve problems.
2. **Written and Oral Communication:** Students will demonstrate comprehension through written and oral communication.
3. **Digital Literacy:** Students will use digital tools and databases effectively for learning and research.
4. **Global Perspectives:** Students will describe diverse cultures and populations.
5. **Career Readiness:** Students will understand concepts necessary to achieve industry certification and career success.
6. **Scientific Inquiry:** Students will explore natural phenomena using scientific methods.

Job Corps Program Outcomes

The Job Corps Program aligns with federal Job Corps Policy and Requirement Handbook (PRH) standards, including:

1. **Quantitative and Analytical Skills:** Students will apply mathematical operations to solve problems.
2. **Communication Skills:** Students will demonstrate comprehension through oral, written, and nonverbal communication.
3. **Data and Technology Skills:** Students will interpret and organize data while using technology for work tasks.
4. **Global Perspectives:** Students will value diversity, practice cultural sensitivity, and work with people from diverse backgrounds.
5. **Career Readiness:** Students will understand the concepts necessary to achieve industry certification and career success.

Academic Pathways

The following charts outline suggested course pathways for each high school diploma program. These pathways provide a structured guide to completing the required coursework for each program while ensuring students meet prerequisites for advanced courses. However, CHS recognizes the importance of flexibility and allows students to design their own academic pathways to fit their goals and interests, provided they adhere to prerequisite requirements for specific courses.

Career High School Diploma Core Curriculum

9th Grade English I Math Science Social Studies	10th Grade English II Math Life Skills Elective Elective
11th Grade English III Career or Parenting Skills Elective Elective Elective	12th Grade English IV Elective Elective Elective

College High School Diploma Core Curriculum

<p style="text-align: center;">9th Grade</p> <p style="text-align: center;">English I Algebra I or Geometry Science World History Elective (Physical Education recommended) Elective</p>	<p style="text-align: center;">10th Grade</p> <p style="text-align: center;">English II Algebra 1 Science (Biology + lab) U.S. History Elective</p>
<p style="text-align: center;">11th Grade</p> <p style="text-align: center;">English III Algebra II or Pre-Calculus Chemistry + lab Elective (Foreign Language 2 recommended) Elective Elective</p>	<p style="text-align: center;">12th Grade</p> <p style="text-align: center;">English IV U.S. Government Econ and Financial Literacy Career Orientation and Prep (0 credit) Career Readiness College Readiness Elective</p>

Job Corps High School Diploma Core Curriculum

<p style="text-align: center;">9th Grade</p> <p style="text-align: center;">English I Math Science World History Elective Elective</p>	<p style="text-align: center;">10th Grade</p> <p style="text-align: center;">English II Algebra 1 Science (Biology + lab) U.S. History Elective</p>
<p style="text-align: center;">11th Grade</p> <p style="text-align: center;">English III Geometry Science Intro to Business Life Skills Elective</p>	<p style="text-align: center;">12th Grade</p> <p style="text-align: center;">English IV U.S. Government Econ and Financial Literacy Career Orientation and Prep (0 credit) Career Readiness College Readiness Elective</p>

Course Catalog

At Citizens High School, we are proud to provide a diverse selection of courses designed to meet the needs and interests of our students. Below is a list of the current courses available at CHS. Please note that our offerings are consistently evolving as we work to expand and enhance our library of courses.

For the most up-to-date information on our course offerings, we encourage students and families to visit our online course catalog at citizenshighschool.com.

Orientation (CHS1005)

Citizens High School Orientation provides students with a clear understanding of the online learning process, best practices, study and test taking tips, course navigation, time management, and more to position diploma seeking students for continued academic and career success.

Credit Value: 0 credit

Section(s) Available: 18 & 24 Credit Hour Online; 18 & 24 Credit Hour Offline; 18 & 24 Credit Hour Español, Affiliate Student

Core Courses

English

English I (ENC1002)

Description: In this introductory core Citizens High School course, students will expand their reading comprehension, writing capabilities, and analytical and critical thinking skills. The foundational elements of grammar and integrated language arts will be applied to reading, writing, speaking, listening, and language development. Students will be well-prepared to excel in their continued English studies as they pursue their high school diploma, prepare for the world of work, and establish their college readiness.

Credit Value: 1 credit

Prerequisite: 8th Grade English

Section(s) Available: 18 & 24 Credit Hour Online; 18 & 24 Credit Hour Offline; 18 & 24 Credit Hour Español

English II (ENC2002)

Description: English Foundations II offers a year of skill building and strategy development in reading and writing. Semester one focuses on a reading program designed to help struggling readers develop mastery in comprehension, vocabulary, study skills, and media literacy. Semester two emphasizes writing fundamentals with activities centered on composing, grammar, style, and media literacy. This comprehensive course is structured around interactive units that develop reading and writing processes, confidence in skills, and advanced critical thinking.

Credit Value: 1 credit

Prerequisite: English I (ENC1002)

Section(s) Available: 18 & 24 Credit Hour Online; 18 & 24 Credit Hour Offline; 18 & 24 Credit Hour Español

English III (ENC3002)

Description: This course focuses on American literature and explores its evolution from colonial times through modern works. Students examine diverse voices contributing to the American multicultural identity through analytical essays, narratives, persuasive writing, and research papers. Literary analysis highlights historical and cultural contexts, emphasizing themes of independence, responsibility, and societal changes through landmark works, essays, and speeches.

Credit Value: 1 credit

Prerequisite: English II (ENC2002)

Section(s) Available: 18 & 24 Credit Hour Online; 18 & 24 Credit Hour Offline; 18 & 24 Credit Hour Español

English IV (ENC4002)

Description: In this culminating English course, students delve into classic and contemporary literature connected to real-world issues. Projects and assignments emphasize research, argumentative writing, and literary analysis. Works include *The Great Gatsby*, *A Raisin in the Sun*, and various poetry and short stories, fostering skills in interpretation, analysis, and critical reflection. The course challenges students to explore literary themes while building college-ready communication skills.

Credit Value: 1 credit

Prerequisite: English III (ENC3002)

Section(s) Available: 18 & 24 Credit Hour Online; 18 & 24 Credit Hour Offline; 18 & 24 Credit Hour Español

Math

Pre-Algebra (MAT1005)

Description: This engaging course connects foundational math concepts to real-life applications. Students explore topics such as number sense, algebraic reasoning, functions, geometric reasoning, and data analysis. A signature project allows students to apply their knowledge by budgeting for a dream vacation.

Credit Value: 1 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online; 18 & 24 Credit Hour Offline

Algebra I (MAT2001)

Description: Algebra I develops students' command of linear, quadratic, and exponential relationships. Students learn through discovery and application, building skills to analyze, solve, and apply mathematical knowledge. Topics include solving equations, linear and exponential functions, polynomials, factoring, quadratic equations, and transformations. Through interactive activities, discussions, and performance tasks, students synthesize their knowledge and deepen their mathematical understanding.

Credit Value: 1 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online; 18 & 24 Credit Hour Offline

Algebra II (MAT4002)

Description: Building on Algebra I and Geometry, Algebra II explores advanced mathematical concepts including polynomials, complex numbers, exponential and logarithmic functions, and rational expressions. Students will analyze real-world problems, refine problem-solving techniques, and engage with activities that deepen understanding through video assignments, hands-on applications, and AI-integrated challenges.

Credit Value: 1 credit

Prerequisite: Algebra I (MAT2001) and Geometry (MAT3002)

Section(s) Available: 18 & 24 Credit Hour Online; 18 & 24 Credit Hour Offline

Foundations of Math (MAT5001)

Description: Foundations of Math is designed to deepen understanding and foster critical thinking through practical applications of essential math concepts. Topics include polynomials, graphing, exponential and logarithmic functions, and geometric reasoning. Students engage in diverse assignments, including video submissions, that build problem-solving skills and connect mathematical ideas to everyday life.

Credit Value: 1 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online

Geometry (MAT3002)

Description: Geometry expands students' understanding of geometric relationships and their ability to formulate mathematical arguments. Topics include points, lines, angles, triangles, trigonometry, transformations, coordinate geometry, three-dimensional solids, and probability applications. Through modeling, journaling, and performance tasks, students apply geometry to real-world scenarios and strengthen their mathematical reasoning.

Credit Value: 1 credit

Prerequisite: Algebra I (MAT2001)

Section(s) Available: 18 & 24 Credit Hour Online; 18 & 24 Credit Hour Offline

Personal Finance and Data Literacy (MAT8001)

Description: Building on foundational math skills, this course equips students with practical tools for navigating personal finance and a data-driven world. Students explore everyday financial applications – including budgeting, saving, and investing – while gaining insight into financial trends through the lens of percentages, interest rates, data visualization, and basic statistics.

Credit Value: 1 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online

Pre-Calculus (MAT6001)

Description: Pre-Calculus prepares students for higher-level math and science courses by emphasizing the study of functions and advanced mathematical concepts. Topics include polynomial, rational, exponential, logarithmic, and trigonometric functions; conic sections; vectors; polar coordinates; and sequences and series. Students engage in a variety of assessments, including scaffolded teacher-scored tasks and computer-based evaluations, to build mastery and prepare for calculus.

Credit Value: 1 credit

Prerequisite: Algebra II (MAT4002)

Section(s) Available: 18 & 24 Credit Hour Online; 18 & 24 Credit Hour Offline

Science

Earth Space Science (SCI1001)

Description: Earth and Space Science explores the processes shaping the Earth and the universe. Students study geology, oceanography, meteorology, and astronomy, gaining a comprehensive understanding of Earth's systems and their interactions. Topics include plate tectonics, the formation of the Solar System, and technological advances in Earth Science.

Credit Value: 1 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online; 18 & 24 Credit Hour Offline; 18 & 24 Credit Hour Español

Environmental Science (SCI1001)

Description: Environmental Science integrates biology, chemistry, and physics to explore human impact on natural systems. Students investigate topics such as population growth, natural resources, ecosystems, pollution, and sustainability. Case studies, virtual labs, and interactive activities promote critical thinking and real-world applications.

Credit Value: 1 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online; 18 & 24 Credit Hour Offline; 18 & 24 Credit Hour Español

Physical Science (SCI2001)

Description: Physical Science introduces major concepts in chemistry and physics, including atomic structure, periodic table principles, motion, forces, energy conservation, and wave behavior. The course emphasizes hands-on learning and problem-solving skills.

Credit Value: 1 credit

Prerequisite: Algebra I (MAT2001)

Section(s) Available: 18 & 24 Credit Hour Online; 18 & 24 Credit Hour Offline; 18 & 24 Credit Hour Español

Physics (SCI7001)

Description: Explore the fundamental principles that govern the universe in this engaging Physics course. From motion and forces to energy, electricity, magnetism, and waves, students will uncover the natural world's mysteries through discussions and online labs. Develop critical thinking, problem-solving skills, and a deeper appreciation for science while unlocking the secrets of the cosmos.

Credit Value: 1 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online

Biology + Lab (SCI4003)

Description: This interactive course explores the principles of life sciences through engaging lessons, projects, and lab experiences. Key topics include biological molecules, cells, genetics, evolution, and ecosystems. Virtual labs provide hands-on experiments to deepen understanding of biological concepts.

Credit Value: 1 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online; 18 & 24 Credit Hour Offline; 18 & 24 Credit Hour Español

Chemistry + Lab (SCI5001)

Description: This foundational chemistry course covers atomic structure, periodic trends, bonding, stoichiometry, gas laws, and solutions. Students engage in lab activities and virtual experiments to reinforce scientific inquiry and critical thinking skills.

Credit Value: 1 credit

Prerequisite: Algebra I (MAT2001)

Section(s) Available: 18 & 24 Credit Hour Online; 18 & 24 Credit Hour Offline; 18 & 24 Credit Hour Español

Anatomy and Physiology + Lab (SCI6001)

Description: Students explore the structures and functions of the human body, covering topics like anatomical terminology, cells, tissues, and body systems. The course includes virtual labs and activities to deepen understanding, making it ideal for students interested in health-related careers.

Credit Value: 1 credit

Prerequisite: Biology + Lab (SCI4003)

Section(s) Available: 18 & 24 Credit Hour Online; 18 & 24 Credit Hour Offline

Social Studies

Economics w/ Financial Literacy (HIS4003)

Description: Economics and Personal Finance develops economic reasoning through an analysis of the U.S. economy, the global economy, and personal finance. Students explore concepts such as supply and demand, the role of banks and the Federal Reserve, career planning, budgeting, investing, and financial literacy.

Credit Value: 0.5 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online; 18 & 24 Credit Hour Offline; 18 & 24 Credit Hour Español

U.S. Government (HIS3002)

Description: This course examines the history, principles, and function of the U.S. political system established by the Constitution. Students analyze the role of government in society, the structure of political institutions, and the civic responsibilities of citizens.

Credit Value: 0.5 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online; 18 & 24 Credit Hour Offline; 18 & 24 Credit Hour Español

U.S. History (HIS2002)

Description: U.S. History traces the development of the nation from its precolonial period to the present. Students explore key events, figures, and cultural shifts that shaped the United States, including the American Revolution, Civil War, Industrial Revolution, and the country's role in world affairs.

Credit Value: 1 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online; 18 & 24 Credit Hour Offline; 18 & 24 Credit Hour Español

World Geography (HIS5001)

Description: This course dives into the study of Earth's surface, human-environment interactions, population growth, and cultural geography. Students examine natural disasters, climate change, and freshwater resources, analyzing their impact on human societies and the global environment.

Credit Value: 1 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online

World History (HIS1002)

Description: World History focuses on the study of civilizations and societies, tracing their development from ancient times to the 21st century. Students analyze historical causes and effects, cultural exchanges, and global trends that shaped the modern world.

Credit Value: 1 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online; 18 & 24 Credit Hour Offline; 18 & 24 Credit Hour Español

Electives

Arts and Humanities

Archaeology (SSC6001)

Description: Explore the fascinating field of archaeology and discover how ancient civilizations have shaped the modern world. This course examines key techniques, methods, and theories used in uncovering and preserving artifacts. Students will gain insights into the process of discovery, preservation, and the historical significance of archaeological findings.

Credit Value: 1 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online

Art in World Cultures (ART3001)

Description: This course explores traditional art forms from regions around the world, including the Americas, Africa, and Oceania. Students learn basic principles of art, elements of design, and how to critique various art pieces. Through the study of historical and cultural contexts, students gain a deeper appreciation for global artistic contributions.

Credit Value: 1 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online

Digital Media Fundamentals 1A (ART6001)

Description: Discover your talent for building digital media applications using text, graphics, animations, sounds, videos, and more. Learn essential design principles such as typography and color theory while exploring career opportunities in the digital media field.

Credit Value: 1 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online

Digital Photography 1A (ART4001)

Description: Gain a deeper understanding of photography by exploring camera functions and the elements of composition. Students practice capturing compelling images, displaying their work for exhibitions, and developing skills essential for a career in photography. **You must have access to a digital camera.**

Credit Value: 1 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online

Digital Photography 1B (ART4002)

Description: Building on the foundation from Digital Photography 1A, this course introduces advanced photography techniques, styles, and themes. Students create a professional portfolio showcasing their skills and knowledge of photojournalism and artistic photography. **You must have access to a digital camera.**

Credit Value: 1 credit

Prerequisite: Digital Photography 1A (ART4001)

Section(s) Available: 18 & 24 Credit Hour Online

Journalism (ART2002)

Description: This course equips students with journalism skills such as research, ethical reporting, and writing for diverse media platforms. Students learn to conduct interviews, craft articles, and analyze media bias while exploring the societal role of journalism.

Credit Value: 1 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online; 18 & 24 Credit Hour Offline; 18 & 24 Credit Hour Español

Lord of the Rings: Exploration of Films (ART8001)

Description: Dive into the epic world of J.R.R. Tolkien's "The Lord of the Rings" films and their literary influences. This course explores the transformation of Tolkien's written work into cinematic masterpieces, analyzing characters, themes, and production techniques.

Credit Value: 0.5 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online

Music Appreciation (ART7001)

Description: Learn to appreciate music from the Middle Ages to the 21st century. This course introduces students to the essentials of listening to music critically, understanding its historical and cultural significance, and celebrating the art form in its many genres.

Credit Value: 1 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online

Music Theory (MT1001)

Description: Dive into the foundational concepts of music theory, including whole steps and half steps, note durations, major and minor keys, rhythm, time signatures, and the circle of fifths. This course combines instructional videos, listening exercises, and practice activities to help students build a solid understanding of music fundamentals. Students will complete quizzes to earn badges and have access to practice tests for further skill development.

Credit Value: 1 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online

Speech Communication and Debate (ART1001)

Description: This course explores the fundamentals of effective communication through public speaking, interpersonal communication, oral interpretation, group discussion, and debate. Students develop critical thinking, persuasion, and speaking skills applicable to academic and real-world settings.

Credit Value: 1 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online; 18 & 24 Credit Hour Offline; 18 & 24 Credit Hour Español

Theatre, Cinema and Film Production (PED9001)

Description: Explore the enchanting world of live theater and cinema. Students learn about scriptwriting, acting, directing, and film production while analyzing the relationship between stage and screen storytelling. This course fosters creativity and collaboration in performing arts.

Credit Value: 1 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online

Business and Technology

3D Modeling (ITD6001)

Description: Explore the exciting field of 3D modeling, essential for careers in technology and design, including video game development, virtual reality, and digital imaging. Gain hands-on experience using industry-standard 3D animation software to create and refine digital models.

Credit Value: 1 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online

Business and Technology

3D Modeling (ITD6001)

Description: Explore the exciting field of 3D modeling, essential for careers in technology and design, including video game development, virtual reality, and digital imaging. Gain hands-on experience using industry-standard 3D animation software to create and refine digital models.

Credit Value: 1 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online

Adobe Fundamentals (CGS2003)

Description: Begin your journey into Adobe's creative suite, focusing on Photoshop as the industry standard for graphic design and image manipulation. Learn basic tools, layers, and workspace management, preparing for the Adobe Photoshop certification process.

Credit Value: 1 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online

Adobe Photoshop (ADO3001)

Description: Master the tools and techniques of Adobe Photoshop to create professional-grade images. This course prepares students for the Adobe Certified Associate (ACA) exam through engaging lessons and projects, equipping them with career-ready skills.

Credit Value: 1 credit

Prerequisite: Adobe Fundamentals (CGS2003)

Section(s) Available: 18 & 24 Credit Hour Online

Advertising, Sales, and Promotions (BUS1301)

Description: This course introduces students to the fundamentals of advertising, sales, and promotional strategies in the modern marketplace. Students explore marketing campaigns, consumer behavior, and the creative process behind producing ads and commercials.

Credit Value: 1 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online

Career Readiness (CAR1001)

Description: Equip yourself with the skills and tools necessary to explore career pathways, analyze job opportunities, and make informed career decisions. This course covers resume building, interview preparation, and long-term career planning strategies.

Credit Value: 1 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online

Coding 1A: Introduction to Programming (ITD2001)

Description: Explore the fundamentals of coding and computer science, including HTML, CSS, JavaScript, and Python. Students learn programming basics, web development, and problem-solving strategies while gaining insight into potential careers in technology.

Credit Value: 1 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online

Coding 1B: Programming (ITD2002)

Description: Building on the foundations of Coding 1A, students dive deeper into advanced programming concepts, including software development, web application creation, and data security. Students gain hands-on experience with Python, HTML, and JavaScript.

Credit Value: 1 credit

Prerequisite: **Coding 1A:** Introduction to Programming (ITD2001)

Section(s) Available: 18 & 24 Credit Hour Online

College Readiness (COL1001)

Description: This course equips students with the tools needed to navigate the path to post-secondary education. Students will reflect on personal goals, apply academic research skills to explore institutions, and conduct assessments to identify areas of interest. By the end of the course, students will create well-crafted application materials and develop a strong foundation for academic and career success after high school.

Credit Value: 1 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online

Computer Applications & Keyboarding (BUS2002)

Description: Gain proficiency in essential software tools, including word processing, spreadsheets, and presentation software. Students develop digital literacy skills while exploring professional communication and leadership strategies for workplace success.

Credit Value: 1 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online; 18 & 24 Credit Hour Offline

E-Commerce (BUS4001)

Description: This course introduces students to the principles and practices of online business. Topics include website development, online marketing strategies, payment systems, cybersecurity, and customer relationship management in the digital space.

Credit Value: 1 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online; 18 & 24 Credit Hour Offline; 18 & 24 Credit Hour Español

Entrepreneurship (BUS9001)

Description: Discover the ins and outs of starting and managing your own business. This course covers essential topics like business planning, financing, marketing, and employee management to empower students to become successful entrepreneurs.

Credit Value: 1 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online

Foundations of Game Design 1A (ITD7003)

Description: Dive into the world of game design, exploring principles of development, iterative processes, and game critique. Students learn to conceptualize and create basic game designs using industry tools.

Credit Value: 0.5 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online

Foundations of Game Design 1B (ITD7004)

Description: Building on Game Design 1A, students apply their knowledge to develop a complete game from concept to creation. This course includes advanced tools and techniques used by industry professionals.

Credit Value: 0.5 credit

Prerequisite: Foundations of Game Design 1A (ITD7003)

Section(s) Available: 18 & 24 Credit Hour Online

Introduction to Business (BUS1001)

Description: Explore the basics of business operations, including entrepreneurship, marketing, financial management, and global economies. Students gain practical insights into starting and managing a business while understanding current trends in the global market.

Credit Value: 1 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online; 18 & 24 Credit Hour Offline; 18 & 24 Credit Hour Español

International Business (BUS8001)

Description: Understand how businesses operate on a global scale. This course covers economic, social, cultural, and legal factors affecting international trade and commerce, preparing students for careers in global business.

Credit Value: 1 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online

Introduction to Programming 1A (ITD3001)

Description: Discover the foundations of software development by exploring the software development life cycle and building programming skills using Python. Learn about the power of data, algorithms, and their impact on the world, while creating your own programs. This course provides an excellent starting point for students interested in pursuing a career in programming and technology.

Credit Value: 1 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online

Introduction to Programming 1B (ITD3002)

Description: Expand your programming expertise by applying problem-solving techniques to develop innovative solutions. Building on foundational skills, this course introduces testing, debugging, and quality assurance processes. As a capstone project, students design and plan their own app, offering a comprehensive introduction to the programming world.

Credit Value: 1 credit

Prerequisite: Introduction to Programming 1A (ITD3001)

Section(s) Available: 18 & 24 Credit Hour Online

Introduction to Social Media (COM1001)

Description: Learn to navigate the world of social media and harness its power for personal, academic, and professional growth. This course explores platforms like Facebook, Twitter, Instagram, and Pinterest, teaching students to use them effectively for communication, branding, and engagement. Discover the societal impact of social media and unlock strategies to elevate your presence and reach.

Credit Value: 0.5 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online

Marketing 1A (BUS1801)

Description: Learn the basics of marketing, including customer service, market research, and business strategy. This course also explores legal and ethical considerations in marketing and the impact of government on businesses.

Credit Value: 0.5 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online

Microsoft 365 Fundamentals (COMP2001)

Description: This course introduces students to Microsoft 365 applications, including Word, Excel, and PowerPoint. Students explore career pathways while preparing for the Microsoft 365 certification exam.

Credit Value: 1 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online

Microsoft Excel (MCS3001)

Description: Learn to use Microsoft Excel for personal, academic, and business applications. Topics include data manipulation, creating tables, charts, graphs, and formulas. This course aligns with certification standards.

Credit Value: 1 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online

Microsoft Word (MCS1001)

Description: Gain expertise in creating professional documents using Microsoft Word. Students learn to format text, design tables, insert graphics, and use templates. This course also prepares students for the MOS Word certification exam.

Credit Value: 0.5 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online

Principles of Information Technology 1A: Introduction (ITD1001)

Description: Explore the foundations of information technology in this comprehensive course. Students will learn about computer hardware, Von Neumann architecture, peripherals, and essential maintenance. The course covers the history of operating systems, application software, network systems, and troubleshooting. Dive into word processing, spreadsheets, and databases to build proficiency and prepare for real-world IT applications.

Credit Value: 1 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online

Robotics 1A (CGS3001)

Description: Explore the world of robotics by learning about physics, mechanics, motion, and engineering design principles. Students use modeling software to create robotic designs while discovering STEM career opportunities.

Credit Value: 1 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online

Sports and Entertainment Marketing (BUS1201)

Description: Discover the exciting world where sports, entertainment, and marketing collide. This course explores basic marketing principles with a focus on the multi-billion-dollar sports and entertainment industry. Learn how professional athletes, sports teams, and entertainers are marketed as brands and the strategies used to manage their careers. Gain insights into the behind-the-scenes operations of major entertainment events and explore career opportunities in this dynamic field.

Credit Value: 0.5 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online

Web Development 1A: Introduction (ITD4001)

Description: Explore the foundations of professional web development in this introductory course. Learn how to create web content using essential tools such as HTML, CSS, and JavaScript, while gaining an understanding of servers, file organization, and the development stack. Develop the skills needed to build dynamic and engaging websites, opening doors to one of today's most in-demand career fields.

Credit Value: 1 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online

Health and Wellness

Cosmetology 1 (COS1001)

Description: Discover the science and artistry behind beauty and grooming in this engaging course. Learn about hair, nail, skin, and spa treatments, while exploring the use of specialized equipment and technology in cosmetology. Gain insight into the skills and characteristics essential for success in this dynamic field, and develop your own business model to thrive in the beauty industry.

Credit Value: 1 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online

Health Science (HLT1001)

Description: This course introduces students to the basics of health science, including disciplines such as toxicology, clinical medicine, and biotechnology. Students explore diagnostic methods, disease identification, and advancements in medical research.

Credit Value: 1 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online

Health Science Foundations 1A (HLTH1001)

Description: This foundational course provides an overview of healthcare careers, basic medical terminology, principles of anatomy and physiology, and ethical responsibilities. Students also develop communication and leadership skills essential for health science professions.

Credit Value: 1 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online

Life Management and Health (HLT3001)

Description: This course focuses on promoting overall health and well-being by teaching stress management, positive lifestyle choices, and dietary planning. Students create personalized health improvement plans while exploring the importance of quality healthcare.

Credit Value: 0.5 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online

Medical Terminology 1A (HLT6001)

Description: Students learn the language of healthcare, including medical terms associated with body systems and their functions. This course prepares students for careers in health sciences by building confidence and proficiency in medical communication.

Credit Value: 0.5 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online

Nutrition and Wellness (HLT5001)

Description: Explore the relationship between diet, health, and well-being in this course. Students learn essential skills for selecting, preparing, and enjoying nutritious meals while developing an understanding of sustainable food practices.

Credit Value: 1 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online

Physical Education (PED1001)

Description: This course introduces students to the fundamentals and rules of various lifestyle and team sports, weight training, and aerobic activities. Emphasis is placed on health, nutrition, and lifetime wellness, fostering a comprehensive understanding of fitness. Activities include walking, toning, fitness technology, and orienteering to promote active, healthy living.

Credit Value: 1 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online; 18 & 24 Credit Hour Offline; 18 & 24 Credit Hour Español

Public Health (HLT4001)

Description: This course delves into the principles and practices of public health, exploring the factors that impact health systems and health equity. Students will study infectious and non-communicable diseases, along with strategies for improving community and global health through hygiene, sanitation, and nutrition. The course also examines the role of technology, ethics, and governance in public health, offering insights into career opportunities and real-world applications.

Credit Value: 0.5 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online

Sports Medicine (HLT1201)

Description: This course introduces students to the field of sports medicine, covering anatomy, biomechanics, emergency care, and rehabilitation. Students explore various career pathways within sports medicine and learn the importance of nutrition and fitness.

Credit Value: 1 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online

Languages

American Sign Language 1A (ASL1001)

Description: This introductory course teaches basic American Sign Language (ASL) vocabulary and sentence structure, allowing students to begin communicating in ASL. Students also explore Deaf culture, including its history, values, and social norms.

Credit Value: 0.5 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online

American Sign Language 1B (ASL1002)

Description: Building upon ASL 1A, this course enhances vocabulary and grammar skills, focusing on more complex sentence structures. Students also deepen their understanding of Deaf education, arts, and cultural contributions.

Credit Value: 0.5 credit

Prerequisite: American Sign Language 1A (ASL1001)

Section(s) Available: 18 & 24 Credit Hour Online

American Sign Language 2A (ASL2001)

Description: This advanced ASL course emphasizes comprehension and signing skills, including classifiers, glossing, and mouth morphemes. Students expand their vocabulary for real-world scenarios such as shopping, emergencies, and giving directions.

Credit Value: 0.5 credit

Prerequisite: American Sign Language 1B (ASL1002)

Section(s) Available: 18 & 24 Credit Hour Online

American Sign Language 2B (ASL2002)

Description: Students further develop their ASL proficiency by learning advanced skills such as sequencing, role-shifting, and storytelling. The course emphasizes conversational fluency and cultural awareness through immersive activities.

Credit Value: 0.5 credit

Prerequisite: American Sign Language 2A (ASL2001)

Section(s) Available: 18 & 24 Credit Hour Online

Spanish I (SPA1003)

Description: This introductory Spanish course focuses on developing basic communication skills in speaking, listening, reading, and writing. Students learn essential vocabulary and grammatical structures while exploring the cultures of Spanish-speaking countries.

Credit Value: 1 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online; 18 & 24 Credit Hour Offline

Spanish II (SPA2001)

Description: Building on Spanish I, this course enhances students' ability to communicate in Spanish through expanded vocabulary and advanced grammar. Students gain a deeper understanding of Spanish-speaking cultures, history, and traditions.

Credit Value: 1 credit

Prerequisite: Spanish I (SPA1003)

Section(s) Available: 18 & 24 Credit Hour Online; 18 & 24 Credit Hour Offline

Spanish III (SPA3001A)

Description: Building on Spanish II, Spanish III elevates students' communication skills through the exploration of advanced vocabulary and sophisticated grammar. This course immerses students in the dynamic aspects of Spanish-speaking cultures, encouraging them to engage with authentic materials and real-world topics that broaden their cultural and linguistic perspective.

Credit Value: 1 credit

Prerequisite: Spanish II (SPA2001)

Section(s) Available: 18 & 24 Credit Hour Online; 18 & 24 Credit Hour Offline

STEM & Practical Skills

Astronomy 1A (STM8001)

Description: Embark on a journey through the cosmos with this introduction to astronomy. Explore the history and development of this fascinating science, along with fundamental laws of motion and gravity. Students will study modern astronomical concepts, including the origin of the universe, the Milky Way, galaxies, and stars, while gaining insight into the methods astronomers use to uncover the mysteries of space.

Credit Value: 0.5 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online

Drones: Remote Pilot (DRO1001)

Description: Prepare for the Federal Aviation Administration's Part 107 exam, a vital step to becoming a commercial drone pilot. This course covers essential topics including regulations, airspace and requirements, weather, loading and performance, and operations. Explore the rapidly growing field of unmanned aerial vehicles and their applications in search and rescue, photography, recreation, inspection, and more. The course concludes with an overview of promising career opportunities in the drone industry.

Credit Value: 0.5 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online

Fundamentals of Bitcoin and Cryptocurrency (PFE1001)

Description: Explore the revolutionary world of bitcoin and cryptocurrencies. This course delves into the history, development, and role of bitcoin within the global economy. Students will learn key cryptographic principles, including mining, wallets, and hashing, while mastering secure storage and transaction techniques. Gain insights into the emerging digital currency industry and its growing influence on financial systems worldwide.

Credit Value: 1 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online

History of Gaming and Esports (PFE2001)

Description: Dive into the fascinating evolution of video game technology and its impact over the last 50 years. This course explores the design principles and technologies that have shaped the gaming industry. Students will analyze the cultural and economic influence of video games, gain insights into the current gaming and esports landscape, and explore strategies used by top teams and individuals. Additionally, the course addresses the risks associated with gaming and offers guidance on managing time and content. Discover exciting career paths and opportunities in the dynamic world of gaming and esports.

Credit Value: 1 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online

Introduction to Artificial Intelligence (PFE4001)

Description: Explore the fast-moving world of Artificial Intelligence (AI) and its profound implications for individuals and society. This course provides an introduction to the foundational components of AI, including algorithms, machine learning, and neural networks. Students will examine real-world applications of AI, address challenges such as bias, and analyze its impact on jobs and career opportunities. By the end of the course, students will gain a comprehensive understanding of AI, its workings, and its potential to shape the future.

Credit Value: 1 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online

Marine Science (STM6001)

Description: Dive into the fascinating world beneath the ocean's surface and explore the secrets of marine ecosystems. This course introduces students to aquatic cycles, structures, and processes that sustain life in the sea. Through scientific inquiry, research, and problem-solving, students will conduct experiments and use technology to deepen their understanding of marine science. Emphasis is placed on ethics and safety procedures, empowering students to develop confidence as capable marine scientists.

Credit Value: 1 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online

Renewable Technologies (STM5001)

Description: Explore the cutting-edge advancements in sustainable energy and discover how renewable technologies are shaping the future. This course examines innovative methods for generating, storing, and utilizing energy, from cars running on vegetable oil to windmills crafted from spare parts. Students will learn about the challenges of global energy demands and how to implement solutions for a cleaner, more sustainable world.

Credit Value: 0.5 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online

Veterinary Science (STM7001)

Description: Dive into the world of veterinary medicine and learn how to care for domestic, farm, and wild animals. This course covers diagnosing and treating common diseases, exploring veterinary treatments, and understanding how these practices improve the lives of animals and their owners. Whether you're interested in caring for household pets or exploring wildlife care, this course provides a foundation in animal health and veterinary science.

Credit Value: 1 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online

Literary Skills

Creative Writing (ENC7001)

Description: Explore the art of storytelling, poetry, and prose in this engaging creative writing course. Learn the fundamentals of the writing process, from finding inspiration to crafting compelling narratives. Delve into advanced literary techniques and experiment with unique forms of expression. By the end of the course, discover and refine your creative voice while producing fully realized original works.

Credit Value: 1 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online

Mythology and Folklore (ENC9001)

Description: Dive into the legendary tales of mythology and folklore from around the world. Explore the timeless stories of gods, heroes, and mythical creatures that have shaped cultures and societies throughout history. This course examines the universality and social significance of these tales, offering insights into their enduring relevance in modern times.

Credit Value: 1 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online

Reading & Writing Skills (ENC5002)

Description: Strengthen your literacy foundation with this interactive course that connects reading and writing to real-world applications. Explore informational and literary texts, craft persuasive and expository writing, and enhance your vocabulary and critical thinking skills. Through hands-on projects and real-world scenarios, students will develop comprehension and communication abilities essential for academic and professional success.

Credit Value: 1 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online; 18 & 24 Credit Hour Español

Reading and Writing for Purpose (ENC6001)

Description: Equip yourself with essential real-world literacy skills by learning to navigate legal, insurance, employment, and vehicle-related documents. This course also explores media bias, journalism trends, word structures, and advanced research strategies. Students will develop critical reading skills, identify reliable sources, and master outlining techniques, providing a solid foundation for life and study skills.

Credit Value: 1 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online

Civic Studies

African Americans and the Civil Rights Movement (AAS1201)

Description: Examine the Civil Rights Movement (1945–1980), exploring key figures like Rosa Parks and Martin Luther King, Jr., and events such as the Montgomery Bus Boycott. Analyze its legacy and the current status of civil rights in America.

Credit Value: 1 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online

African Americans in Culture (AAS4001)

Description: Explore the contributions of African American culture through literature and jazz. Study iconic authors like Maya Angelou and James Baldwin, alongside jazz legends such as Miles Davis and Louis Armstrong. Analyze their works and the cultural influences that shaped these art forms and their lasting impact on society.

Credit Value: 1 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online

African Americans in the Civil War (AAS3001)

Description: Examine the impact of the Civil War and Reconstruction on African Americans. Explore Union policies on emancipation, military leadership, and the challenges of Reconstruction, including efforts to achieve justice and equality in the post-war era.

Credit Value: 1 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online

African Americans in the Modern Day (AAS6001)

Description: Explore the contributions of African Americans to modern pop culture through the music and film industries. Analyze the societal impact of cultural figures like Spike Lee, Beyoncé, Oprah Winfrey, and Michael Jackson.

Credit Value: 1 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online

African Americans and Sociology (AAS5001DR)

Description: Explore the contributions of African American sociologists within the historical, social, and political context of American sociology. Analyze their work's connection to the African American experience and its influence on public policy.

Credit Value: 1 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online

African Americans and Slavery (AAS7001)

Description: This course examines the history of slavery in the United States, exploring African American experiences during the slave trade, antebellum period, Civil War, and abolition. Students also analyze Reconstruction's challenges, including racial divides and efforts to rebuild a divided nation.

Credit Value: 1 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online

African Americans and US History (AAS9001)

Description: This course explores the history and impact of African Americans on American society, covering key periods from the slave trade to the Civil Rights Movement and the Obama presidency. Students analyze major events, figures, and cultural contributions that have shaped American history and continue to influence the present.

Credit Value: 1 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online

Citizenship (HIS6001)

Description: This course introduces students to the U.S. system of government and the rights and responsibilities of citizenship. Students will explore the founding documents, American history, and key figures who have shaped the nation. Topics include American geography, symbols, holidays, and ideals, providing a comprehensive understanding of citizenship's role in society.

Credit Value: 1 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online; 18 & 24 Credit Hour Español

History of the Holocaust (HIS7001)

Description: This course delves into the harrowing history of the Holocaust, exploring the rise of anti-Semitism, the Nazi regime's power, and the persecution of European Jews and other groups. Students will examine the causes, personal experiences, and aftermath of this dark chapter in history, as well as efforts to combat genocide since World War II.

Credit Value: 0.5 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online

Introduction to Civics - Civics 101 (CIV1001)

Description: This course provides students with an engaging introduction to the U.S. system of government, emphasizing the rights and responsibilities of citizenship. Students will explore the founding documents that shape the nation's government, its supporting institutions, and gain insights into American history. Key topics include American geography, symbols, holidays, and ideals, as well as the contributions of notable Americans. This course aligns with U.S. History and Government studies, supporting the institutional mission of fostering “social and economic mobility” for students.

Credit Value: 1 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online

Introduction to International Affairs (CIV1112)

Description: Examine the unique relationships between nations and cultures, exploring their impact on the environment, international politics, education, security, and governance. Gain insights into the global dynamics shaping our interconnected world.

Credit Value: 1 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online

Introduction to Women's Studies (SSC5001)

Description: Explore the history and impact of the women’s movement through film and critical analysis. This course examines how gender, race, and social class shape societal perceptions and highlights the achievements and struggles of women throughout history.

Credit Value: 1 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online

Personal Psychology 1: The Road to Self-Discovery (SSC3001)

Description: Discover the foundations of human behavior and personality development from infancy through adulthood. This course explores perception, consciousness, and sensation, providing insights into how self-knowledge fosters personal growth and understanding.

Credit Value: 1 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online

Personal Psychology 2: Living in a Complex World (SSC3002)

Description: Dive deeper into the complexities of human behavior and thought processes. This course examines memory, motivation, language, and personality differences while exploring the factors that shape individuality and cognitive abilities.

Credit Value: 1 credit

Prerequisite: Personal Psychology 1: The Road to Self-Discovery

Section(s) Available: 18 & 24 Credit Hour Online

Protest & Civic Change (CIV1114)

Description: Explore the pivotal role of protest and civic change in promoting social justice. This course examines the historical context and types of protest, including the use of music and poetry as powerful tools for change. Students will study key figures in protest movements and develop their own protest plans to apply their learning in meaningful ways.

Credit Value: 1 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online

Social Problems 1 (HMS6001)

Description: Dive into the pressing challenges of today's world, including war, poverty, crime, and global warming. This course examines the causes and societal impacts of these issues while exploring potential solutions. Students will analyze how media influences these problems and develop actionable plans to address them.

Credit Value: 1 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online

Sociology I (SSC2001)

Description: Explore the complexities of human relationships and societal interactions in this engaging course. Sociology I delves into culture, group behavior, and societal institutions, examining how social beliefs and interactions shape our lives. Students will gain insights into human behavior and the factors that influence it.

Credit Value: 1 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online

Youth Civic Engagement and Advocacy (CIV2100)

Description: This project-based course empowers students to address local issues through civic action. Students will explore the broader context of their chosen issues, develop tailored strategies, and implement plans for meaningful community change.

Credit Value: 1 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online; 18 & 24 Credit Hour Offline

Career and Life Skills

Careers in Criminal Justice (CRM1001)

Description: Explore the realities of the criminal justice system beyond what is shown on TV. This course provides insights into various career opportunities within the field, including the juvenile justice system, correctional system, and trial process. Students will learn how these elements work together to uphold justice and maintain social order.

Credit Value: 0.5 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online

Cooking (TMP2001)

Description: Master essential cooking skills through project-based learning. In this hands-on course, students prepare nutritious meals, explore recipes, and enhance their culinary techniques individually or in groups. Throughout the course, students will document their journey by preparing meals and submitting video reflections, showcasing their progress and creativity in the kitchen.

Credit Value: 1 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online

Criminology (CRM2001)

Description: Explore the complexities of the criminal mind in this engaging course. Students will examine the psychological, biological, and sociological factors that influence criminal behavior while investigating the motivations and reasoning behind various acts. Gain insight into how the criminal justice system works to uphold the law with diligence and integrity.

Credit Value: 1 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online

Culinary Arts 1B: Finding Your Palate (HOS1002)

Description: Elevate your culinary expertise by mastering the science of baking, crafting stocks, soups, and sauces, and honing plating and presentation techniques. Explore sustainable food practices, nutrition, and their role in creating delicious meals. This course also introduces potential career paths in the culinary arts, providing a platform for channeling your passion into a rewarding future.

Credit Value: 0.5 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online

Culinary Arts 2: Baking, Pastry, and More! (HOS2001)

Description: Build a strong culinary foundation while diving into the art of baking, desserts, and protein preparation. This course explores nutrition, kitchen safety, and sustainability in the food industry. Learn to create meals with a global perspective and gain insights into the business side of cooking, from kitchen management to running a successful catering company. Perfect for aspiring chefs or those eager to enhance their culinary skills.

Credit Value: 1 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online

Cybersecurity 1A (MIL3001)

Description: Explore the fundamentals of cybersecurity, focusing on how to safeguard personal information and navigate the technologies we rely on daily. Learn about the parts of a computer, how they function together, and tools and methods to prevent data breaches. This course also introduces opportunities in the rapidly expanding field of cybersecurity.

Credit Value: 0.5 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online

Cybersecurity 1B (MIL3002)

Description: Dive deeper into the world of cybersecurity by examining hacker tactics and strategies to identify and address vulnerabilities in online behavior. Learn to prevent various types of cyberattacks, explore cyber forensics, and understand legal implications. This course also highlights career opportunities in cybersecurity and its increasing importance in personal and professional contexts.

Credit Value: 0.5 credit

Prerequisite: Cybersecurity 1A

Section(s) Available: 18 & 24 Credit Hour Online

Directed Study – Special Topics (DSST1001)

Description: Explore and deepen your understanding of a topic of your choice in this independent study course. Begin by crafting a Study Proposal and conducting research through interviews, books, documentaries, podcasts, and more. In the second half, showcase your findings by creating a blog, vlog, or podcast, demonstrating your analytical and creative skills. This course fosters self-directed learning and real-world application.

Credit Value: 1 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online; 18 & 24 Credit Hour Offline

Early Childhood Education 1A (HMS2001)

Description: Discover the fundamentals of childcare, including nutrition, safety, and building strong relationships with parents and children. Explore the stages of child development and learn effective educational practices to nurture young learners. This course provides a foundation for those interested in pursuing a career as a childcare provider.

Credit Value: 0.5 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online

Early Childhood Education 1B (HMS2002)

Description: Expand your knowledge of childcare by focusing on the importance of play and creating engaging educational activities. Learn strategies to support literacy, math skills, and special needs education. This course enhances your professional skills, preparing you for a rewarding career in childcare and early childhood education.

Credit Value: 0.5 credit

Prerequisite: Early Childhood Education 1A

Section(s) Available: 18 & 24 Credit Hour Online

Emergency Medical Responder 1A: Introduction (HLT8001)

Description: Gain insight into the fast-paced life of an Emergency Medical Responder (EMR) and their vital role in Emergency Medical Services. Learn how to conduct patient assessments, manage medical emergencies, and provide quality care on the front lines. This course is ideal for students interested in pursuing a career in emergency response and healthcare.

Credit Value: 0.5 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online

Forensic Science 1 (CRM3001)

Description: Explore the fascinating world of forensic science and its role in solving crimes. This course introduces students to techniques such as fingerprint analysis, blood spatter interpretation, and DNA profiling. Follow the trail of evidence from the crime scene to the courtroom, learning how data is recorded, preserved, and analyzed. Gain insight into the critical role forensic science plays in the criminal justice system.

Credit Value: 1 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online

Hospitality and Tourism 1: Traveling the Globe (HOS3001)

Description: Discover the exciting world of hospitality and tourism, an industry that brings dream destinations to life. Learn how to manage hotels, restaurants, cruise ships, and resorts, and explore key areas like marketing, trend analysis, and event planning. This course provides insights into operating busy tourist locations and creating unforgettable travel experiences.

Credit Value: 1 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online

Human and Social Services (HMS1001)

Description: Explore the rewarding field of social services, where professionals work to enhance the economic and social well-being of individuals and families. This course introduces the process of helping, focusing on body, mind, and family wellness, and the skills needed to support others as a caring social service professional.

Credit Value: 0.5 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online

Introduction to Legal Studies: Law and Order (CRM5001)

Description: Explore the essential role of laws in maintaining peace and order in society. This course examines the application of legal regulations in daily life and broader areas like business, family disputes, and child protection. By understanding the court system and the process of enacting laws, students will gain an appreciation for the legal frameworks that safeguard communities and individuals.

Credit Value: 1 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online

Life Skills (CHS4002SS)

Description: Equip yourself with essential tools for personal and professional growth in this interactive Life Skills course. Covering a range of critical life domains, this course emphasizes real-world applications through hands-on activities and projects. Key topics include personal finance, effective communication, career planning, time management, health and well-being, housing basics, and civic engagement. With a focus on building digital literacy and future-ready skills, students will confidently navigate challenges and opportunities in a tech-driven world.

Credit Value: 1 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online

Military Careers (MIL1001)

Description: Discover the diverse career opportunities available within the military. This course explores the five branches of the U.S. military—Air Force, Army, Coast Guard, Marine Corps, and Navy—highlighting career paths ranging from aviation to medicine and law enforcement. Gain insights into the structured environment and supportive framework that the military provides, helping you determine if a military career aligns with your goals and aspirations.

Credit Value: 1 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online

Peer Counseling (HMS3001)

Description: Develop the skills to support and guide others as a peer counselor. This course focuses on building empathic communication, active listening, and constructive feedback techniques. Learn to provide encouragement and resource information while helping others achieve their personal goals. Enhance your interpersonal abilities and discover the rewarding experience of making a positive difference in the lives of others.

Credit Value: 1 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online

Personal and Family Finance (MAT8201E)

Description: Gain the tools to make informed financial decisions and secure your future. This course covers key financial concepts such as taxes, credit, budgeting, and money management. Learn to spend and save wisely, explore safe investment opportunities, and develop a financial plan that supports your education, career goals, and long-term stability. Empower yourself to navigate the complexities of personal finance with confidence and clarity.

Credit Value: 1 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online

Principles of Public Service (HMS4001)

Description: Explore the vital field of public service, where individuals work to create a safe and healthy society. This course introduces various career paths in public service, from emergency response and healthcare to public safety and community support. Learn how dedicated professionals ensure societal well-being through teamwork and commitment. If you've ever dreamed of making a meaningful impact as a real-life hero, this course is your gateway to understanding and pursuing a career in public service.

Credit Value: 1 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online

Real World Parenting (TMP5001)

Description: Parenting is more than meeting basic needs—it's about nurturing confidence, accountability, and education. In this course, you'll explore essential skills for creating a positive and supportive environment for children, serving as a role model, and fostering their development. Whether you dream of parenting someday or want to understand the fundamentals of childcare, this course equips you to make a meaningful impact in the lives of future generations.

Credit Value: 1 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online

Workplace & Internship Readiness: Preparing for Work & Life (WNL1000)

Description: Transition confidently into your first professional role with this course. Learn essential skills like communication, goal setting, problem-solving, and career exploration. Build a personalized career path and gain the tools to succeed in the workplace or internship setting.

Credit Value: 1 credit

Prerequisite: None

Section(s) Available: 18 & 24 Credit Hour Online

Ownership, Governance and Administration

Ownership

Citizens High School is a C-Corporation owned by Citizens Education, Inc

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Dr. James P. Etter, Chairman of the Board

Mr. Andrew Herd - Secretary

Major General Dave Richwine, USMC Ret

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Mr. Justin Hodges, Director of Administration & Job Corps Initiatives

Dr. Kathleen Overmyer, Dean of Faculty

Ms. Melissa Martin, Director of Finance and Human Resources

Mr. Brian Morris, Director of Strategic Initiatives

Ms. Harmony Salvatore, Director of Admissions

Ms. Amy Seibert, Dean of Students

Ms. Emilie Wojtowicz, Sr. Director of Student Operations

Program Advisory Committee

Carmen Brown – MDCC eLearning Coordinator / Canvas Administrator

Cristina Guerra Romano – Vice President for Student Affairs at Doral College

Sarah Meyer von Bremen – Educator / Leadership Consultant

Alison Rish – Salazar – English Teacher

Rose Walker Cook – Operations and Support Vice President, Education and Training Resources

Kimberly Winfield – Educator / Curriculum Designer

Faculty

Alison Froess

M.A. Reading Specialist (Edinboro University of Pennsylvania), B.A. Elementary Education & Early Childhood Education (Penn West Edinboro)

Amy Seibert

B.S. Communication & Marketing (Colorado State University), A.A. Psychology (Arapahoe Community College)

April Stokes

Certified: Grades 7-12 Chemistry

Bocar Wane

M.A. Educational Leadership (Institution), B.A. Mathematics (Institution)

Brian Morris

MBA (St. Leo University) B.A. Sports Management with a Minor in Business Administration (Flager College)

Brianna Saddler

M.A. Fine Arts (West Virginia University), B.A. Fine Arts (West Virginia University)

Bryan James

M.A. History (University of Central Florida), B.A. History, Minor in Philosophy (Florida State University)

Christina Brewster

B.A. Education (Marshall University-Huntington)

Christina Williams

M.Ed. Adult Education (Strayer University), B.A. English (Virginia State University)

Coreen Lowe

M.A. Educational Leadership, Minor in Philosophy (University of Central Florida), B.A. Interdisciplinary Studies in Humanities/Education, Minor in Sociology (University of Central Florida)

Crystal Dodd

M.Ed. Educational Leadership (Northern Arizona University), M.Ed. Secondary Education (Northern Arizona University), B.A. Anthropology with a minor in Political Science (Arizona State University), B.A. History with a minor in Art History (Arizona State University)

Jamie Muyres

B.S. Pre-Secondary Math Education (Florida State University)

Janell Edwards

Ed.D. Administrator Leadership for Teaching & Learning (Walden University), M.Ed. Guidance and Counseling (Angelo State University), M.S. Reading/Education (Texas A&M University-Commerce), B.B.A. Marketing (University of Houston)

Jeremy Andrews

Certified Public Manager (Florida State University), Educator Preparation Institute (Polk State College), M.A. Criminal Justice Administration (University of South Florida), B.S. Criminology/Sociology (Florida Southern College)

Jessica Cavallaro

M.S. Middle Childhood Education; Social Studies; Special Education (Mercy University), B.A. History; Secondary Education/History (Pace University)

Justin Hodges

Ph.D. Education; School Administration (In Progress, Jackson State University), M.B.A. (Belhaven College), B.B.A. Accounting and Finance (Mississippi State University)

Kathleen Overmyer

Ph.D. Higher Education Administration (North Central College), M.A. Zoology/Animal Biology (Miami University), M.Ed. Curriculum and Instruction (Bowling Green State University), B.S. Secondary Science Education, Biology (Bowling Green State University)

Kechi Mourer

M.A. Sociology (New Mexico State University), B.A. Sociology, Minor in Education with a Concentration in Social Deviance (University of Florida), Graduate Credential in Psychology (University of Phoenix)

Kristina Stevens

M.Ed. Curriculum and Instruction for Secondary Social Studies (Liberty University), M.A.T. Secondary Social Studies and Elementary Education (Liberty University), B.S. History with a Minor in Government (Liberty University), Ed.D. in Curriculum and Instruction for Secondary Social Studies (In progress, (Liberty University))

Laura Richards

M.S. Education, Magna Cum Laude (Hofstra University), M.A. Social Studies Education, Magna Cum Laude (Hofstra University), B.S. Social Studies Education (C.W. Post)

Londann Andrews

B.A. Interdisciplinary Social Sciences (University of South Florida)

Mary Beth Carder

B.A. Special Education (Fairmont State University)

Natalie Alamdar

M.Ed. Psychology (University of Central Florida), M.S. Mathematics & Scientific Education (Johns Hopkins University), B.S. Animal & Veterinary Science (West Virginia University), Space Science Internship (Morgan State University), Governor's Academy Internship (Towson State University)

Stacey Bush

B.A. English Literature and Education (University of Central Florida), A.A. General Knowledge and Education (College of Central Florida)

Steve Kulm

M.S. Aeronautics – Human Factors Specialization (Embry-Riddle Aeronautical University), M.S. Aerospace Engineering – Advanced Vehicle Design, B.S. Aerospace Engineering (Georgia Institute of Technology), Lean Six Sigma Yellow Belt Certification (Dartmouth College), K-12 Multiple Subject Credential Coursework (California State University, Fullerton)

Thuzar Moet

B.A. Secondary English Education (University of North Florida)