**MERCED ADULT SCHOOL**

##### MERCED UNION HIGH SCHOOL DISTRICT

#### 50 East 20th St.

#### Merced, CA 95340

*209-385-6524*

*Debra Glass, Principal* *Chris Rodriguez, Program Manager*

*Michelle Bliss, Associate Principal Shawn Costa, Program Manager*

**DATE**: August 8, 2015

**TO**: Guidance APs, Junior and Senior Counselors, Guidance Technicians

**FROM**: Debbie Glass, Principal and Chris Rodriguez, Program Manager

**RE**: Concurrent enrollment and screening students

# CONCURRENT STUDENTS

# This memo and packet are for your use as you prepare to refer students to our concurrent education program. Seniors are given enrollment priority and spring semester is reserved for seniors due to space limitations. Classes will begin on August 31, 2015

**CLASS SCHEDULES**

**Merced East Campus**

Monday & Wednesday, 3:30-6:00 p.m.

Monday & Wednesday, 6:00-9:00 p.m.

Tuesday & Thursday, 3:30-6:00 p.m.

Tuesday & Thursday, 6:00-9:00p.m.

Hours per Week

5-6 hours, depending on schedule

Maximum Allowable Absences: 3 nights

**Livingston High School**

Tuesday & Thursday, 3:30-6:30 p.m.

Hours per Week: 6

Maximum Allowable Absences: 3 nights

**Atwater Castle Learning Center**

Monday through Thursday, 5:30-8:30 p.m.

Hours per Week

Hours per Week- 6 hours

Maximum Allowable Absences: 3 nights

**Each 5 credits earned in concurrent classes will require completion of course requirements**. Courses are book or technology-based. Online classes using Odysseyware are delivered using a mastery model (sections can be challenged).

Students who are dropped but are permitted to re-enroll must begin their work again. Students needing to make up 10 credits should be referred as close to the beginning of the school year as possible. Otherwise, they will not have time to complete their credits by the end of the semester. **Please refer students for no more than 10 credits per semester.**

Concurrent classes are not appropriate for low-level learners who cannot learn independently**. If a student has an IEP, but can learn independently with accommodations, please attach his/her accommodations list to the concurrent form.**

Please find attached copies of the concurrent Merced, Livingston and Atwater Castle contract we use (just for your information) and a copy of the book order form students may need. Counselors, you will also receive a supply of concurrent forms and you will receive a spreadsheet via e-mail regularly throughout the year to track your students’ progress and attendance in the concurrent program.

**SCREENING**

Due to CDE regulations, screened students must be 17 years, 11 months old to participate in adult school classes. Younger students must be served in district or county alternative programs.

**LATE GRAD STUDENTS**

Late grad students who need additional credits to receive their diplomas from their home school and/or need to pass the CAHSEE may attend Adult School at the East Campus or Castle location. The screening form may be used to refer them to Adult School. For late grads, please list the required classes.

**MERCED ADULT SCHOOL**

To make contract changes, e-mail Chris Rodriguez—Merced/Livingston ([crodriguez@muhsd.org](mailto:crodriguez@muhsd.org)) or

Steve Lowe—Castle Learning Center Atwater ([slowe@muhsd.org](mailto:slowe@muhsd.org))

ALSO please **cc** Kimberly Koehn ([kikoehn@muhsd.org](mailto:kikoehn@muhsd.org))

**LEARNING CENTER**

*CONCURRENT STUDENT CONTRACT*

 Student’s Name (Print)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1)  I must complete all the work assignments required for that subject before I will receive any credit for the course.  I will be assigned only one course at time.

2)  I will attend \_\_\_\_\_\_\_\_ hours and will complete each course by the expiration date stated on the reverse side of this contract. (***A new expiration date will be calculated at the beginning of each new course assignment.***)

3)  I will not miss **more** than **three classes** at the Merced Site or Castle Site or a total of **more** than **9 hours** or I will be dropped.

4) I will arrive on time for class and leave only after the instructor has dismissed the class.   Each specific site will designate class starting and ending times.  (*If I arrive 15 minutes or later for class, I* ***will not be permitted*** *to enter the class and an absence will be recorded.)*

5)  All my credit coursework will be **COMPLETED IN CLASS** and at each site, I must follow the checkout procedures for all books/materials, calculators, videos, dictionaries, and thesauruses, etc.  Furthermore, I must **NOT** remove any books, student folders, or classroom materials from the classroom at any time for any reason. I will not complete electronic coursework outside of class. If I fail to follow these procedures, I will be subject to receiving no credit for completed work, may be required to start part of or all of the coursework over, pay for any unreturned/damaged books or material, or be dismissed from the program.

6)  For the first offense, if I am caught ***cheating*, copying***,* or ***plagiarizing***, my courseworkwill be voided and subject to a **“0”** grade. The second offense is a drop from Merced Adult School for the remainder of the semester.

7)  Each of my subjects has a specific workbook, test booklet, electronic and/or assignment packet that are to be completed, verified and/or graded in the correct sequence.   All coursework must be completed in the classroom.

8)  During class, I will work quietly and independently.  I also understand that if I need assistance with any of the course material that I may ask for help from a staff member.  My behavior must be productive, which mean that I must regularly turn work in to be graded each night.  I must turn work in after each lesson, exercise, or chapter and I must not work ahead by more than one exercise/lesson/chapter unless I am instructed to do so by a staff member.

9)  I understand that it is my responsibility to record my hours on the classroom time card and my hours in my individual folder or I may not be credited for those attendance hours.

10)  Before my grade will be posted to my home school site, **I am responsible** for paying for any workbooks, tests, classroom packets, or notebooks required.

11)  I agree to follow any additional instructions not specifically stated here that is deemed necessary by the instructor to maintain good order and which promotes an effective learning environment.  I will also follow all classroom rules as set forth by the Education Code of the State of California and the Merced Union High School District.  Any violation of rules can result in the removal from the program.

12)  I understand as a concurrent student, regardless of being 18 years of age or not, that information regarding my attendance / progress will be shared with my parents, guardian, or authorized school official from Merced Adult School and your home school.

**I have read this contract and I agree to abide by the specific guidelines outlined on this contract:**

Student’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MERCED ADULT SCHOOL**

**LEARNING CENTER**

**Concurrent Student Contract**

**Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Send grades(s) to: \_\_\_\_\_\_\_ Assigned time / nights: \_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_Hours per week: \_\_\_\_\_**

**Extra assigned class time / night(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_ (***Instructor approval required***.)**

**Assigned Courses**

**Class:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Start Date: \_\_\_\_\_\_\_\_\_\_\_\_ Expiration Date: \_\_\_\_\_\_\_\_\_\_\_\_

Total Units/Score: \_\_\_\_\_/\_\_\_\_\_\_\_ Date Completed: \_\_\_\_\_\_\_\_ Date Posted: \_\_\_\_\_\_\_\_ Initial: \_\_\_\_\_\_\_\_

**Class:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Start Date: \_\_\_\_\_\_\_\_\_\_\_\_ Expiration Date: \_\_\_\_\_\_\_\_\_\_\_\_

Total Units/Score: \_\_\_\_\_/\_\_\_\_\_\_\_ Date Completed: \_\_\_\_\_\_\_\_ Date Posted: \_\_\_\_\_\_\_\_  Initial: \_\_\_\_\_\_\_\_

**Class:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Start Date: \_\_\_\_\_\_\_\_\_\_\_\_ Expiration Date: \_\_\_\_\_\_\_\_\_\_\_\_

Total Units/Score: \_\_\_\_\_/\_\_\_\_\_\_\_Date Completed: \_\_\_\_\_\_\_\_ Date Posted: \_\_\_\_\_\_\_\_ Initial: \_\_\_\_\_\_\_\_

**Class:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Start Date: \_\_\_\_\_\_\_\_\_\_\_\_ Expiration Date: \_\_\_\_\_\_\_\_\_\_\_\_

Total Units/Score: \_\_\_\_\_/\_\_\_\_\_\_\_Date Completed: \_\_\_\_\_\_\_\_ Date Posted: \_\_\_\_\_\_\_\_ Initial: \_\_\_\_\_\_\_\_

**Class:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Start Date: \_\_\_\_\_\_\_\_\_\_\_\_Expiration Date: \_\_\_\_\_\_\_\_\_\_\_\_

Total Units/Score: \_\_\_\_\_/\_\_\_\_\_\_\_Date Completed: \_\_\_\_\_\_\_\_ Date Posted: \_\_\_\_\_\_\_\_Initial: \_\_\_\_\_\_\_\_

**Teacher’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_     Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |
| --- | --- | --- | --- |
| **BOOK REQUEST** |  |  |  |
| **DATE:** | | |  |
| **PARTICIPANT:** | |  |  |
| **SSN:** | |  |  |
| **PROGRAM TO BE BILLED:** | **(circle one)** | |  |
|  |  |  |  |
| **CAL WORKS CAL LEARN CVOC WIA EMPOWER REGULAR STUDENT** | | | |
| ***GED*** |  | ***ALL - STAR PACKAGES*** |  |
| GED 5 Subject Book | $19.00 | All - Star Taking Off | $28.00 |
| GED Single Subject Book | $17.00 | All - Star Package Level 1 | $30.00 |
|  |  | All - Star Package Level 2 | $30.00 |
| ***ABE*** |  | All - Star Package Level 3 | $30.00 |
| Basic Essentials of Math Book 1 | $23.00 | All - Star Package Level 4 | $30.00 |
| Basic Essentials of Math Book 2 | $23.00 |  |  |
| America's Story Book 1 | $20.00 |  |  |
| America's Story Book 2 | $20.00 | ***HISTORY*** |  |
| English, Yes! Level 5 | $21.00 | History of the U.S. Workbook | $8.00 |
| English, Yes! Level 6 | $21.00 | Workbook | $8.00 |
| English, Yes! Level 7 | $21.00 | Parent in Control | $10.00 |
|  |  |  |  |
| ***SCIENCE*** |  | ***GEOGRAPHY*** |  |
| General Science Workbook | $26.00 | World Geography Today Wrkbk | $11.50 |
| Life Science Workbook | $26.00 | Map Test/ Test 1 Booklet | $2.00 |
| Earth Science Workbook | $26.00 | Map Test/ Test 1 Booklet | $2.00 |
| Physical Science Workbook | $26.00 |  |  |
|  |  |  |  |
| ***CIVICS*** |  | ***MATH*** |  |
| American Civics Workbook | $10.50 | Algebra Workbook | $8.00 |
|  |  |  |  |
| ***ENGLISH*** |  | **CITIZENSHIP** |  |
| English 2200, 2600, or 3200 | $4.50 | Handbook for Citizenship | $13.50 |
| Literature Booklet (each class) | $2.00 | Voices of Freedom | $14.50 |
| Composition Book | $2.00 | Citizenship: Passing the Test | $16.00 |
|  |  | Citizenship: Passing the Test WrkBk | $8.00 |
|  |  |  |  |
| **DICTIONARIES** |  |  |  |
| Longman Spanish/English | $16.00 | Longman English Dictionary | $24.50 |
| New Oxford Picture Dictionary | $18.00 |  |  |
|  |  |  |  |
|  |  |  |  |
| **Teacher's Signature** | | | |

**CC**

Atwater High School

Mandy Ballenger

Madrigal, Nancy

Colleen Dougherty

Joel Dickson

Carmen Ildefonso

Yvonne Jones

Tami Menezes

Buhach Colony High School

Marcus Knott

Olga Delfin

Matt Lawler

Jennifer Sousa

Blanca Rodriguez

Sue Ashworth

Leticia Valenzuela

El Capitan High School

Mike Abarca

Brandee Ruiz

Aurturo Fuentes

Andrea Evans

Pam Gleason

Golden Valley High School

Julie Rivard

Ashley Faraone

Alan Trujillo

Gloria Sandoval

Julie Seifert

Max Hernandez

Virginia Zamarripa

Independence High School

Kou Her

Livingston High School

Scott Weimer

Karen Creighton

Eva Zepeda

Martha Nateras

Merced High School

Amy Pellissier

Dolores Espinosa

Gina Cherf

Kurt Smoot

Susan Odishoo

Denise Bailey

Carol Tippett

Yosemite High School

Kou Her

Mary McCown