

# What is the Marietta Performance Learning Center?

The Marietta Performance Learning Center, affectionately known as the Marietta PLC, is a small, non-traditional Marietta High School program geared towards students who are not succeeding in the traditional school setting and for those who desire a smaller, blended computer-based learning environment. The Marietta PLC maintains a business-like environment and emphasizes personal support. The program includes an intense academic component anchored by an online instructional system and project-based learning. This is its 10th year in existence.

The Marietta PLC serves as a partnership between Marietta City Schools and Communities in Schools, Inc. Initially, Performance Learning Centers were funded through the help of the Bill and Melinda Gates Foundation, private foundations and businesses. PLCs serve as one of many dropout prevention strategies created by Communities in Schools, the oldest non-profit organization dedicated to keeping students in school.

There are 19 such PLCs in GA. Most recently, PLCs have become a national initiative with sites in PA, NC, NJ, WA, DE and VA, to name a few. Performance Learning Centers work to focus students not just on graduation, but life and education beyond high school. Preparation of college and a career are the standards for PLCs. PLC students are encouraged to start actively planning their future and take the steps necessary to make their plans a reality.

Summarily, the Marietta PLC serves as support for Marietta High School. Although located on a separate campus at 353 Lemon Street, the MPLC and MHS are all one big Blue Devil Family. The program's goal is to assist students so they graduate on time, while providing services for next steps, i.e. college, military or workforce.

## WHO DOES IT SERVE?

- Beginning 3<sup>rd</sup> yr. students with 10-15 credits who are not classified as Juniors.
- Transfer students who arrive after 45 days into the semester and stand to audit classes.
- Students whose absences (homebound, hospitalization, etc.) have made successful completion of courses impossible.
- Students who may be on target academically, but for social reasons may need a smaller setting.
- Students who may be ahead in their credits and choose to take advantage of dual enrollment opportunities available at Chattahoochee Technical College.
- Students who may be ahead in their credits, desire a minimal schedule, but are not eligible for any work program.
- 5<sup>th</sup> year students

Because of the accelerated independent nature of the classes at MPLC, students with chronic behavior issues and students who receive intensive ELL & SPED services may not be viable candidates.

## HOW DO I ENROLL?

1. An application may be obtained at the main campus in the Graduation Coach's office by the student, peer, parent, principal/counselor, or teacher.
2. The recommender and the student may complete the application together.
3. Once the application has been completed, the form must be submitted to the Graduation Coach, preferably by the student.
4. At that time, the Graduation Coach will attach academic records to the application and review it for completion.
5. If completed, the Graduation Coach will give the student a date, time and bus pass (if needed) for an interview at the Marietta PLC with the MPLC Admissions Screening Committee. The committee may include the Academic Coordinator, Counselor, and/or a learning facilitator.
6. At the interview, students must have a parent or guardian present. If a student is independent, they may interview alone. The student must bring the application and other paperwork for the interview.
7. During the interview, the student will be asked questions regarding his/her academic history and the transcript will be reviewed.
8. The student will either be -
  - (a) Accepted with a beginning date and instructed to clean out lockers and return materials to the high school.
  - (b) Referred to adult education opportunities.
  - (c) Directed to the proper main campus resource for additional assistance by a counselor, and ELL/ SPED case manager.

The student enrollment process is an ongoing one. Need and extenuating circumstances may expedite one's acceptance.

## WHAT'S THE DIFFERENCE?

Marietta PLC students are MHS students. While most aspects remain the same, there are differences in the location of their classes, their immediate supervision and instruction, behavioral and attendance expectations as well as approaches to learning.

### LOCATION

MPLC classes are held at 353 Lemon Street on the Woods-Wilkins Grounds. The campus consists of two buildings. The main building contains the administrative and counseling offices; 5 classrooms and the cafeteria. The back building contains the Resources Suite, more classrooms, a testing lab, the Student Center and the Toastmasters Forum.

### INSTRUCTION

In classrooms of no more than 15 students, all core subjects and business education courses are offered. All teachers are certified in their respective subjects and provide individualized instruction and/or assistance, as determined by student need.

Students use a blended learning approach toward course completion. Each course has 3-4 parts:

1. Computer Work (70 % Edgenuity formerly known as E2020)
2. Book Assignments (20 %)
3. Projects (10 %)

Courses that include End of Course Tests have a fourth component:

4. EOCT Preparation (This preparation may be additional computer work (20 hours of Study Island or a similar program) and/or teacher prepared review packets to be completed with passing scores. Before the test is given, a pre-test will be administered with results determining whether the student continues to study or is able to take the actual assessment.

### SUPERVISION

Once students enroll at the Marietta PLC, their immediate administrative authority is the Academic Coordinator. Although the Academic Coordinator works closely with the counselor to ensure that student academic needs are met, she also handles discipline and enforces local rules.

### BEHAVIOR EXPECTATIONS

Two contracts specifying expectations in attendance, behavior, and academic performance will be reviewed/explained and signed by the student and parent prior to entering the Marietta PLC program. The terms of each contract are expected to be met by the student at all times. Additionally, students are expected to obey all rules and regulations as outlined in this handbook for MHS students, as well as, in the Parent Information Guide for the Marietta City Schools System. Any student who violates these rules may be suspended or referred to a disciplinary tribunal.

Once students are accepted into this voluntary program and have agreed to its guidelines, students remain in the program until all graduation requirements have been met.

## **ATTENDANCE**

Students are expected to be present and on time every day. Only 2(two) absences (excused, unexcused, or suspensions) per mini-mester will be allowed. Upon the third absence, the student will be withdrawn and may not re-enroll until the next mini-mester. Withdrawal from two mini-mesters due to attendance will result in dismissal from the Marietta PLC. Any student who reports to the Marietta PLC tardy will be required to make up the time missed on that day or within two days of the tardy. Failure to make up the time will count toward an absence. Three tardies will equal one absence.

When students arrive to school each day, they “clock-in” at the front office computer and report directly to the cafeteria for breakfast. **No congregating outside the building or in the hallway is allowed. If on occasion you must be tardy, you are required to check in at the main office and with the Site Coordinator. Additionally, students must call Ms. Jones on 770-429-3188, Ext 104, on days when absent.**

**Marietta City Schools Performance Learning Center  
STUDENT CONTRACT**

I, \_\_\_\_\_, acknowledge that my  
Student's Name (Printed)

acceptance at the Marietta PLC is a privilege, not a right, and that continued enrollment is dependent upon my abiding to this contract. I will:

1. Maintain regular attendance of at least 90%. Only 2(two) absences (excused, unexcused and suspensions combined) are allowed per mini-mester. Any time missed must be made up. On the 3<sup>rd</sup> absence, I will be withdrawn from the PLC for the remainder of that mini-mester. Withdrawal from 2 mini-mesters because of attendance will result in my dismissal from the MPLC.
2. Call in the event of an absence and bring appropriate documentation: doctor's/parent note to support the absence.
3. Be prompt to school daily. Tardies are not allowed. I will be required to make-up time missed on that day or within 2 (two) days of the tardy. Failure to make-up the time will result in that tardy counting toward an absence. Three tardies equal one absence. Only 2 (two) absences (excused, unexcused, suspension combined) are allowed per mini-mester.
4. Perform all work listed in my individual plan (Black Book).
5. Obey all rules and policies concerning behavior, conduct, dress and attendance as noted in the MHS Agenda.
6. Participate in designated Marietta Performance Learning Center activities, internships, community service learning projects, life skills activities, job shadowing experiences, Dress for Success, Spirit Day, Morning Motivation, Afterschool Program, etc.
7. Agree that all telephone calls to contact me must come through the school office telephone number and not my cell phone. Calls to my cell phone during school hours **will not be allowed**. Use of the office phone to contact parents, employers, and emergencies, during specified times will only be allowed by school authorities.
8. Bring my own personal head phones each day for my usage only.
9. Complete each course in its entirety. Each course has 3 components: (1) Computer work (Edgenuity) (2) Bookwork, (3) Project. Courses that require an End of Course Test, EOCT preparation is mandatory via computerized study aids or teacher produced review info.
10. Read and understand all expectations and rules.

I understand that by fulfilling all academic and performance requirements, I will be eligible to receive a diploma from Marietta High School. I also understand that the Marietta PLC may terminate my enrollment should I fail to abide by this contract.

\_\_\_\_\_  
**Student's Signature**

\_\_\_\_\_  
**Parent's Signature**

Signed and witnessed this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
PLC Academic Coordinator's Signature

Marietta City Schools Performance Learning Center  
**PARENT CONTRACT**

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I, \_\_\_\_\_, acknowledge that my child, \_\_\_\_\_'s  
Parent's Name Child's Name

acceptance at the Marietta Performance Learning Center is a privilege, not a right, and that continued enrollment is dependent upon my abiding to this contract. I will:

1. Ensure that my child maintains regular attendance of at least 90%. Only 2 (two) absences (excused, unexcused and suspensions combined) are allowed per mini-mester. Any time missed must be made up excused or unexcused. On the 3<sup>rd</sup> absence, my child will be withdrawn from the PLC for the remainder of that mini-mester. Withdrawal from 2 mini-mesters because of attendance will result in his/her dismissal from the PLC.
2. Have my child call in or, I will call in if my child is to be absent, and bring appropriate documentation to support their absence( doctor's/parent note).
3. Ensure that my child is punctual to school and all Marietta PLC activities. This may include the Marietta PLC Afterschool Program. Tardies are not allowed. My child will be required to make-up time missed on that day or within 2 (two) days of the tardy. Failure to make-up the time will result in that tardy counting toward an absence. 3 (Three) tardies equal one absence. Only 2 (two) absences (excused, unexcused, suspension combined) are allowed per mini-mester.
4. Attend face-to-face scheduled teacher conferences at least once every mini-mester.
5. Attend all Parent Club meetings and activities.
6. Participate in designated Marietta PLC activities.
7. Ensure that my child understands the expectations of the MPLC by reading the MHS Agenda.
8. Reinforce expectations for attendance, behavior, dress and conduct.
9. Provide a place in my home where my child can study.
10. Agree that all telephone calls to contact my child must come through the school office telephone number **and not my child's cell phone**. Calls or text messages to his/her cell phone during school hours **will not be allowed**. Students may use the office phone to contact parents, employers, and emergencies, during specified times allowed by school authorities.
11. Understand that MPLC supports my child's educational pursuits. The program is designed to help students complete MHS requirements using a blended learning approach. Enrollment does not ensure success. My child's success is determined by my child completing all necessary assignments and requirements.
12. Agree to partner with the MPLC staff and support their efforts in helping my child receive his/her diploma.

I understand that the Marietta Performance Learning Center may terminate my child's enrollment should I fail to abide by this contract.

\_\_\_\_\_  
Parent's Signature

Signed and witnessed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
PLC Academic Coordinator's Signature

## WHO DO I SEE?

Should you need assistance with any of the following area, you may contact the person/office listed.

### WHEN YOU NEED

### SEE

Absentee Notes.....	Ms. Jones
Bus Approval (Riding Different Bus).....	Mrs. Roach
Bus Route Information.....	Front Office
Certificate of Attendance.....	Ms. Terrell
Change of Address.....	Ms. Terrell
Check In/Check Out.....	Ms. Jones/Front Computer
College Application/Information.....	Ms. Smith
College Testing- ACT/SAT.....	Ms. Smith
Community Resource Assistance.....	Ms. Jones
Free/Reduced Lunch Application.....	Ms.Terrell/Front Office
Graduation Requirements.....	Ms. Smith
Illness/Parent Contact.....	Ms.Terrell/Front Office
Lost & Found.....	Front Office
Medication Services .....	Ms. Smith/Ms. Terrell
Parking Information.....	Ms. Jones
Personal Guidance.....	Ms. Smith
Transcript.....	Ms. Smith
Withdrawal Papers.....	Ms.Terrell
Work Permit.....	Ms.Terrell

## **GENERAL MARIETTA PLC INFORMATION**

**BUS CONDUCT-** Marietta PLC Bus misconduct will not be tolerated. Because of the nature of Marietta PLC, bus privileges may be lost on the 1<sup>st</sup> violation of bus behavior expectations.

**CAFETERIA/LUNCH PERIOD-** Students must behave courteously in the cafeteria. Eating areas should always be left clean and free of trash and trays. Marietta PLC is not an open campus. Students are not allowed to leave campus during lunch. All students must be in the cafeteria or designated areas such as the courtyard. For the sake of safety, students are not to congregate at the front of the Marietta PLC campus in the path of campus traffic. Students should not cut or save space in line. Appropriate use of student numbers, for purchasing of lunch, is expected.

**COLLEGE TOURS-** Marietta PLC provides several college tour opportunities per school year. Students must maintain good attendance, appropriate behaviors and make adequate academic progress in order to participate. Parents are encouraged to participate, as well.

**CONFERENCES** – Parent conferences are ongoing at the MPLC. Parents are required to attend at least one per mini-mester.

**DRESS CODE-** See specifics on following pages.

**DRIVING PRIVILEGES-** Marietta PLC students are allowed to drive to school if they possess an official driver's license. Student drivers must register their vehicles with Ms. Jones and pay for a decal. The purchase of a parking decal for \$25.00 is necessary, or the vehicle will be towed.

**DISCIPLINE EXPECTATIONS** – MPLC's discipline expectations are all set forth by the Marietta Board of Education and Marietta High School. See MCS Parent Guide for details. Because of the MPLC's limited personnel and the nature of the program, students will be suspended (Out of School Suspension) in lieu of detention, MAC, and punitive Saturday School.

**DUAL ENROLLMENT-** Dual enrollment provides students with the opportunity to take classes at Chattahoochee Technical College, while completing MHS requirements. Students approved for these programs are allowed to take a college course (s) on a college campus, and receive both college and high school joint credit. Eligible students will be notified by the counselor.



**DRESS CODE-** There will be a dress code in effect at Marietta PLC. While you will have the liberty to choose your daily attire, clothes must not be revealing or distracting and must fit properly. A belt must be worn at all times, for clothes that require one. Cleanliness of person and clothing is required. Hair must be combed and groomed.

**Not Acceptable:**

- Sagging pants
- Undone shoelaces
- See through clothing
- Tall tees
- Doo rags
- Bandanas or scarves on head or otherwise.
- Bedroom slippers (house/shower shoes).
- Jeans or any clothing with holes or torn areas
- Shorts above the knee
- Dresses above the knee
- No leggings, jeggings, and pants that look like leggings
- No Tight skirts
- Low cut clothing
- Exposed body parts will not be allowed.
- Hats or Hoods
- Hair picks
- Potentially dangerous(spiked) or suggestive jewelery
- T-shirts with any hand written, painted language, signs or tears. T-shirts that have suggestive, obscene, drug, alcohol, tobacco or racial references.
- Grills, mouth jewelry and facial piercing
- Low cut revealing blouses/shirts; no visible cleavage
- Hats or head gear
- Un-tucked shirts

No student shall dress in such a way as to distract from the learning process of other students. Health regulations and safety factors require that shoes be worn at all times at the school. All clothing must be modest and appropriate for the school setting. **Teachers and the administration reserve the right to determine, if clothing is appropriate to be worn to school.**

**ACTION TO BE TAKEN:** Offenders will be referred to the administration for appropriate disciplinary action. Possible disciplinary action includes, and is not limited to:

- 1<sup>st</sup> offense- change of clothing. (School closet or from home)
- 2<sup>nd</sup> offense 1 Day OSS
- 3<sup>rd</sup> offense 2 Days OSS
- 4<sup>th</sup> offense Dismissal

Friday at Marietta PLC is Spirit Day. Students must wear blue jeans & Marietta PLC shirt. On Thursday and other specified days, students must “Dress for Success” and wear clothes appropriate for the professional workplace. See attached information regarding “Dress for Success” Thursdays.

**Marietta Performance Learning Center  
Dress for Success**

Every Thursday students are required to dress in professional attire. Students must wear slacks/skirts, dress shirts/blouses, and/or dresses. Belts should be worn.

T- shirts, blue jeans, and sneakers are not allowed. In an effort to teach students the expectations of the workplace, below are specific rules for business attire.

**If unable to obtain Dress For Success clothing, please see Ms. Jones before Thursday in order to receive clothing or launder personal clothing. Otherwise, you will be directed to our Marietta PLC Repeat Boutique or sent home for the day.**

**Attire for the workplace that all students should possess.**

- **SUITS** conservative cut; solid, pinstripe or pin check. Choice of colors: navy, dark gray, dark brown, or black. No olive, no dark maroon, multi-colored trim, zippered suit jackets or skirts. Skirts should be straight or pleated and easy to sit in. Conservative length, not above the knees. No high slits or side openings. No print. Skirts must match suit jacket. Females CAN wear pant suits.
- **SHIRTS** cotton or broadcloth, solid or conservatively striped. Choice of colors: white or pale blue (sky blue). Shirts should be tucked.
- **BLOUSES** Solid colors, silk or cotton, white or pastel, No dark colors (**NO PRINTS**).

Accent with multi-colored scarves. *Note: collars must be worn*

*inside the jacket.* NO TURTLENECKS OR SWEATERS.

- **SHOES** Women: black, navy or brown to match wardrobe; **BASIC LEATHER PUMP** only with 2" or less heels. No open toe, open back, sling, loafers, lace-up or multi-color trim shoes. No buckles or chains. Men: Leather tassel loafer, wing tip or cap toe, lace-up in dark brown, black or cordovan. No buckles or chains.
- **TIES** medium width ties – three inches, silk if possible; colors muted and in contrast to the suit. Designs need not be limited to neat, patterns or small dots. Paisley patterns are acceptable, but should be muted. Ties should always cover belt buckles. **NO ANIMATED TIES.**

**LOCKERS**- Students do not have locker access at Marietta PLC. Students are responsible for keeping all materials on his/her self.

**MAC** - No In-School Suspension at Marietta PLC. Infractions worthy of MAC will be cause for Out-of-School Suspension.

**MEDIA CENTER** – The Marietta PLC does not have a media center. Marietta PLC students are encouraged to use the Cobb Central Library or the Marietta High School Media Center with permission.

**MORNING MOTIVATION**- Before the start of the academic day all students gather for a 10 minute assembly. “Morning Motivation” is designed to establish, maintain and nurture a positive safe environment for PLC students to learn, grow and experience success in the following ways:

1. Provides students with opportunities daily to display various talents, build confidence and strengthen positive self-esteem.
2. Helps students overcome the fear of speaking in front of a group and develop skills to use upon graduation.
3. Allows for Marietta PLC announcements by learning facilitators, coordinators, and students.
4. Nurtures leadership skills.
5. Addresses Marietta PLC issues and allows for life skills instruction and practice.
6. Allows staff and faculty to make visual observations of students for any unusual demeanors or dispositions.

**MAKE-UP TIME** - Any student who misses time away from Marietta PLC will be required to make up the time missed on that day or within 2(two)days of the tardy or the absence. Failure to make up the time may result in dismissal.

**PHONE MESSAGES & USAGE** – Personal messages or deliveries cannot be taken or delivered for students, except under very special and specific circumstances. Teachers’ instructional time is protected for all students and class will not be interrupted, unless deemed an emergency by the school. This includes the follow:

1. Notification of death, serious illness or disaster in the family.
2. Unexpected change of medical appointments.
3. Unexpected change in work schedule for students enrolled in the work program.

Students are not allowed to use cell phone or office telephone during the school day. Parents may contact students regarding emergencies via the main office telephone. In case of an emergency, students may then use the phone in the PLC office only with authoritative permission. Parents are not to call students by cell phone during the school day. For emergencies, call 770-429-3188.

## **STUDENT SCHEDULES**

At Marietta PLC, a MHS main campus semester is divided into 2(two) mini-mesters. Each 9 weeks students are expected to complete either 4 or 6 classes, according to their need.

Fulltime Marietta PLC students are expected to remain for Afterschool assistance, as dictated by their schedules. In essence, the MPLC Afterschool Program serves as an extension of the school day for full-time enrollees. Students who are not willing to participate in the Afterschool Program need not apply to the Marietta PLC.

Part-time students may take up to 2 classes. It is recommended that one class is attempted at a time.

Marietta PLC is not an open campus. Once on the campus students are expected to remain. For safety purposes, trips to the parking lot, friends' houses or the corner store are prohibited. Once students leave, they will not be permitted re-entry for the day.

**SUM-MESTER-** Sum-Mester is the Marietta PLC Summer School. Summer School at MPLC is an extension of the school year. Marietta PLC students are encouraged to complete unfinished courses during this time in the summer, when this opportunity is available.

**WITHDRAWAL POLICY** – Official withdrawal must be done on main campus.

# CLASS SCHEDULE

Marietta Performance Learning Center  
Student Schedule

2014-2015

Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

<u>Periods</u>	<u>Course</u>	<u>Teacher</u>
7:30 – 8AM	Breakfast/Arrival	
8:00-8:08 AM	Morning Motivation/Daily Announcements	
8:10 – 9:27AM	1. _____	
9:29 – 10:46AM	2. _____	
10:48 – 11:25	LUNCH	
11:27 – 12:36PM	3. _____	
12:38 – 2:10PM	4. _____	
Afterschool 2:10 – 2:20PM	SNACK	
2:21 – 3:30PM	5. _____	

- The Marietta PLC Afterschool Program is mandatory for students not making daily progress and in need of the extra time, as determined by his/her schedule. Transportation will be provided at 3:30pm via Cobb County Transit passes. (Monday – Thursday).
- Saturday School assistance available upon request.
- Additional time after 3:30 for ASP may be available upon request.

## 2014-2015

### PLC Mini-mesters and Important Dates

<b>Orientation:</b>		August 4 <sup>th</sup>
Mini-mester 1	>	August 6 <sup>th</sup> – October 8 <sup>th</sup>
Mini-mester 2	>	October 9 <sup>th</sup> – December 19 <sup>th</sup>
<b>Orientation:</b>		January 5 <sup>th</sup>
Mini-mester 3	>	January 6 <sup>th</sup> – March 13 <sup>th</sup>
Mini-mester 4	>	March 16 <sup>th</sup> – May 22 <sup>nd</sup>
Last day for Seniors		May 15 <sup>th</sup>
Last day of school		May 22, 2015
MHS Graduation		May 23 <sup>rd</sup> , 2015 @ Northcutt Stadium

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- **Students will be assigned 4 - 6 classes per mini-mester (Approx. 45 days).  
Schedule determined by need.**
  - **Students will have the opportunity to complete no less than 16 courses this year.**



## **MPLC STUDENT OPPORTUNITIES/CLUBS**

Listed below are clubs and opportunities specific to the MPLC.

### **Ambassador Leadership Program**

The Ambassador Leadership Program is available to students who have demonstrated leadership potential and who establish good academic standing at the MPLC. Student ambassadors further develop leadership skills needed to be successful beyond high school, while building their confidence and self-esteem to lead their peers in activities at the MPLC and throughout the community.

### **Toastmasters/Gavel Club - "Marietta Motivators"**

Toastmasters International is a world leader in communication and leadership development. Toastmasters meetings are learn-by-doing workshops in which participants hone their speaking and leadership skills in a no-pressure atmosphere.

### **Communities In Schools Youth Assets Program**

CIS Youth ASSETS program is a youth service component of the local work development program that focuses on helping students graduate from high school and transitioning into postsecondary training or permanent employment. The program provides services to participants such as individual case management, job readiness training workshops, mock interviews, college tours, job shadow opportunities, work experience referrals, career interest exploration, and college transition preparation. Students also obtain follow up case management services after graduating from high school to assist with helping them implement the post high school goals set.

### **GARDEN CLUB**

The Garden Club gives MPLC students the opportunity to plant and harvest organic vegetables and flowers. MPLC students also become educated on healthy eating habits and experience the aesthetic value of gardening.

### **Parents R US**

Marietta PLC students who have children of their own participate in bi-monthly parenting classes facilitated by an experienced Parent Educator. Students learn about childhood developmental stages, community resources, and parenting techniques.