



PARENT HANDBOOK

2017 - 2018

“Discipline your son, and he will give you rest; he will give delight to your heart.”

Proverbs 29:17





WELCOME TO PNEUMA CHRISTIAN ACADEMY

GENERAL PURPOSE of Pneuma Christian Academy

Pneuma Christian Academy, a ministry of PNEUMA CHURCH, INC, is one of the premier Christian schools in Florida, and offers an educational program that involves religious growth.

Thus, it is essential to teach children the necessary subjects and skills from a Christian perspective so that children may become all that Christ has intended (Col. 2:3, 1 Cor. 8:1b, Eph. 3:19). We are thankful that you as parents are committed to providing your child a quality Christian education and are willing to make the sacrifices necessary to transform your child's mind and heart (Rev. 3:20). We at Pneuma Christian Academy promise to partner with you to give your child an affordable private education that emphasizes Bible knowledge, advanced phonics, writing, and mathematics and includes other important academic disciplines. With these ends in view, we earnestly request your prayers that we might accomplish all we can for Christ's glory.

MISSION STATEMENT

Our mission is to teach each student to integrate biblical truths and principles in their lives to assist them to grow physically, emotionally and spiritually, to be an instrument that transforms the community into God's Kingdom on earth.

STATEMENT OF FAITH

(As stated at the Bylaws of Pneuma Church Inc)

10.1. The Trinity.

It is the testimony of both the Old and New Testaments and of the Christian Church that God is both One and Triune. The biblical revelation testifies that there is only one God and that He is eternally existent in three persons— Father, Son and Holy Spirit.

A. God the Father.

God the Father is the creator and sustainer of all things, and He created the universe in love. He created man in His own image for fellowship and called man back to Himself through Christ after the rebellion and fall of man.

B. The Son.

Jesus Christ is eternally God. He was together with the Father and the Holy Spirit from the beginning, and through Him all things were made. For man's redemption, He left heaven and became incarnate by the Holy Spirit through the virgin Mary; henceforth, He is forever one Christ with two natures—God and man—in one person.

C. The Holy Spirit.



The Holy Spirit is God, the Lord and giver of life, who was active in the Old Testament and given to the Church in fullness at Pentecost. He empowers the saints for service and witness, cleanses man from the old nature and conforms us to the image of Christ. The baptism with the Holy Spirit, subsequent to conversion, releases the fullness of the Spirit and is evidenced by the fruits and gifts of the Holy Spirit.

10.2. The Scripture.

We affirm that the Bible, containing the Old and New Testaments, is alone the only infallible, inspired Word of God, and that its authority is ultimate, final and eternal. It cannot be added to, subtracted from or superseded in any regard. The Bible is the source of all doctrine, instruction, correction and reproof. It contains all that is needed for guidance in godliness and practical Christian conduct.

10.3. The Atonement.

Christ's vicarious death on the cross paid the penalty for the sins of the whole world, but its benefits are only applicable to those who receive Jesus as personal Savior. We affirm that salvation is by grace through faith in our Lord Jesus Christ and as a covenant between the Father and the Son, we are beneficiaries of its benefits and cannot alter it by our actions.

10.4. Salvation.

The Word of God declares clearly that salvation is a free gift of God, based on the merits of the death of His Son, and is appropriated by faith. Salvation is affected by personal repentance, belief in the Lord Jesus (justification) and personal acceptance of Him into one's life as Lord and Savior (regeneration). The new life in Christ includes the privileges of adoption and inheritance in the kingdom of God's beloved Son. In love, God chooses man to be saved and follow Him. Salvation should produce an active lifestyle of loving obedience and service to Jesus Christ our Savior.

10.5. The Christian Life.

We believe that the Scriptures portray the life of the saint in this world to be one of balance between what is imputed to us as Christians and what is imparted to us according to our faith and maturity. Therefore, God's provision for His children is total, and His promises are final and forever. The shortcomings of the individual and of the church are because of the still progressing sanctification of the saints. The Christian life is filled with trials, tests and warfare against a spiritual enemy. To remain faithful through all circumstances of life requires dependence upon the Holy Spirit and a willingness to die to personal desires and passions.

10.6. The Church.

The goal of the church is to make disciples of all nations through the government and the establishing of the Kingdom of God on Earth and to present the saints complete in Christ. The five-fold ministries listed in Ephesians 4 governs the church, along with the Elders and service of the deacons as mentioned in 1 Tim 3, as well as other leadership roles mentioned in Scripture.



We affirm the church's purpose as offering worship to God, fellowship, ministry and instruction to itself, and evangelism and service to the world. It is essential to the life of the church that scriptural patterns of discipline are practiced and that oversight for church discipline, individual and corporate, is exercised by the leadership of the church.

10.7. The Priesthood of the Saints

All believers have the calling to function as a priest (God's representative) to fulfil effectively and efficiently the purpose of God in the body of Christ, their family and society as a whole.

10.8. Baptism and the Lord's Supper.

The Word of God places on the church two perpetual ordinances of the Lord Jesus Christ. The first, baptism, is the outward sign of what God has already done in the individual's life and is a testimony to all that the person now belongs to Jesus. It is identification with Jesus and is affected in the name of the Father, the Son and the Holy Spirit. The Lord's Supper is a commemoration of the death of the Lord and is done in remembrance of Him until He comes again; it is a sign of our loving participation in Him. Both institutions are restricted to those who are believers.

10.9. Eschatology

We affirm the bodily, personal, second coming of the Lord Jesus Christ, the resurrection of the saints, the millennium and the final judgment. The final judgment will determine the eternal status of both the saints and the unbelievers, determined by their relationship to Jesus Christ. We affirm with the Bible the final state of the new heavens and the new earth.

10.10. Spiritual Realm

We affirm God reigns over a spiritual realm in which a spiritual battle is taking place between the Kingdom of light and the kingdom of darkness.

10.11. Beginning of human life

We affirm the sanctity of human life and that life begins at the moment of conception.

10.12. Purity in the Church

We affirm chastity for Christian single men and women; and the sacredness of Christian marriage.

10.13. Marriage

We define marriage as a union between one born as a man and one born as a woman and that romantic and sexual contact between the same sex is sinful according to Romans 1: 26 – 27 and 1 Cor. 6: 9-10. Therefore, we reserve the right to marry couples that are recognized to be Biblical.



10.14. Healing

Healing—body, soul and spirit—and all of God’s provisions for His saints, are provided for in the atonement, but these must be appropriated by faith.

10.15 Religious Exemption

In conjunction with the ministry’s Statement of Faith, Pneuma Church, Inc. believes that God has commanded that no intimate sexual activity be engaged in, outside of marriage between a man and a woman. Pneuma Church, Inc. believes that any form of homosexuality, lesbianism, bisexuality, bestiality, transgender, incest, fornication, adultery, including bigamy and polygamy, and any other form of sexual immorality are sinful as defined by the Bible. We also believe that God disapproves of and forbids any attempt to alter one’s gender by surgery or appearance. (Gen. 2:24; Gen. 19:5, 13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1:26-29; 1 Cor. 5:1; 6:9; 1 Thess. 4:1-8; Heb. 13:4).

Pneuma Church, Inc. and its elders reserve the right to refuse to perform any ceremony that would be contrary to the marital beliefs of Pneuma Church, Inc. Pneuma Church, Inc. also reserves the right to refuse use of facilities for any ceremony or event condoning such practices. Pneuma Church, Inc. and its ministries, including its schools, reserve the right to dismiss or not to hire anyone who, being single or married, is practicing sinful sexual behavior. Anyone professing or discovered to be practicing any form of sexual immorality contrary to the beliefs of Pneuma Church, Inc. cannot hold office or job within Pneuma Church, Inc. or its ministries. Furthermore, Pneuma Church, Inc. reserves the right as a religious organization to prohibit the physical expression of such practices within our ministries. Pneuma Church, Inc. also reserves the right to remove from its property anyone who is openly exhibiting acts of sexual immorality.



Curriculum Overview

Pneuma Christian Academy offers Bible study appropriate for each grade level beginning with 3rd graders. Our goal is to produce children who love and obey God and His Word. There is a concentration on scripture memorization and understanding basic Bible truths.

Pre-School Curriculum Overview

Wee Learn Curriculum Preschool go to this link:

https://www.kaplanco.com/flprek/content/04_Sec_4_Var_of_Stren.pdf

Early Elementary K-3 Curriculum Overview

BJU Press, early elementary K-3, go to this link:

<http://www.bjupress.com/pdfs/catalogs/2017-scope-and-sequence-grade.pdf>

Curriculum Overview Ignitia 3grade -12 grade

https://www.aopschools.com/ignitia_overview?gclid=CP7awNyK39UCFukQ0wodhGY00w

Elementary Curriculum Overview Under Ignitia

Grade	Bible	Math	History & Geography	Language Arts	Science
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3rd	Studying the Old and New Testament, 3rd Grade Bible examines biblical lessons that teach students positive character traits like being friendly, loving others, and helping neighbors!	3rd Grade Math includes innovative, colorful lessons packed with comprehensive math topics like fractions, graphs, probability, decimals, and story problems.	The course covers topics like farming during the seasons, fishing, logging, mining, forestry, and space exploration.	From book reports and writing paragraphs to thank you letters and poetry, this all-around, Bible-based grammar course offers students a complete view of grammar fundamentals.	In this one-of-a-kind science course, students study sound, time, seasons, rocks, and body systems. Ideal for visual and auditory learners alike, this revolutionary curriculum is created for student academic success.
4th	4th Grade Bible covers Christian discipleship topics like salvation and prayer, as well as the biblical characters of Saul, David, Daniel, Abraham, and others.	4th Grade Math makes math class appealing, as it covers topics like fractions, lines, shapes, whole numbers, and decimals.	The course studies a wide array of fun-filled topics like countries, cities, land topography, and animals. From Cuba and the Amazon to Kenya and the Arctic.	This dynamic language arts course studies valuable topics like root words, prefixes, suffixes, kinds of sentences, book reports, and poetry.	Covering many interesting science topics, the course studies everything from fish and birds to liquids and stars! Plus, hands-on experiments and interactive lessons give students a comprehensive understanding of God's creation that you can't get from ordinary textbooks.
5th	The course includes quality, biblical lessons that cover valuable topics like angels, Bible structure, eternity, Paul's missionary journeys, and authority.	This course offers students quality academics with an in-depth study of fractions, division, and multiplication, calculators, estimation, and place values.	5th Grade History & Geography also studies topics, such as explorers, American colonial life, America's growth, and neighboring countries like Mexico and Canada.	The course includes hands-on projects, such as writing a free verse prayer, preparing a report, and learning to take notes.	The course studies topics like cell structure, flowers, food chains, chemical energy, life cycles, fossils, rocks, and more.

Middle School Curriculum Overview Under Ignitia

Grade	Bible	Math or Pre-Algebra	History & Geography	Language Arts	Science
6th	The course covers topics like the Ten Commandments, David and Goliath, Daniel and the lion's den, the feeding of the five thousand, and the parable of the lost sheep.	The course reviews fundamental math basics like fractions, percents, metric measurements, calculators, and equations.	The course includes the beginning of man, the ancient world of Greece and Rome, life in the Middle Ages, and an in-depth study of continents.	The course offers in-depth studies on the topics of poetry structure, biblical literature, and grammar to build reading comprehension.	th Grade Science studies diverse, Bible-based topics like the spectacular vacuum of space, Earth's role within our solar system, the unique planets, and the never-ending cosmos.



7th	The course studies important biblical topics like reasons to worship, the fall of mankind, and living a new life in Christ.	Building a solid foundation for high school math, this Bible-based course covers number sets, estimation, angles, equations, fractions, decimals, rounding, statistics, graphs, and more.	The course covers topics like geography, social behavior, markets, politics, and economics!	Language Arts covers topics like biographies, formal and informal English, the parts of speech, and the mechanics and structure of the English language.	Science covers interesting topics like stargazing, weather forecasting, climates, and the human framework.
8th	This interactive curriculum studies topics like the beginning of the church, early missionary journeys, Christianity's birth, memory verses, worship, and more.	Math focuses on reviewing math fundamentals like number systems, fractions, decimals, and formulas!	The course also examines America's role as a twentieth century world power and America's role in today's changing world.	This course covers the parts of speech, word usage, punctuation, and literature structure.	The course studies topics like matter, health, energy, and machines.

**High School Curriculum
Overview Under Ignitia**

Grade	Bible	Geometry or Algebra	Civics & World Geography	English	Integrated Physics, Chemistry or Biology
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<p>9th</p>	<p>This course contains practical, engaging lessons that examine the Gospels, the apostles, the Epistles, and other Bible writers like Job.</p>	<p>Math includes topics like linear equations, functions, inequalities, polynomials, quadratics, and rational expressions.</p>	<p>The course also examines important topics like civics, state and local government, and citizenship responsibilities.</p>	<p>This language arts course covers topics like the elements of literature, drama, paragraphs, and reading strategies to recognize patterns.</p>	<p>Science covers important physics concepts like the structure of matter, motion, forces, energy, heat, electricity, magnetism, waves, and chemistry.</p>
<p>10th</p>	<p>This Christ-centered course covers topics, such as creation, the kingdom of Israel, and biblical characters like Abraham, Joseph, Saul, David, Daniel, and others.</p>	<p>The course studies triangles, polygons, circles, and angles, as well as how these dimensions are used in real life.</p>	<p>The course also offers Christian-focused history lessons on interesting topics like ancient civilizations, the Middle Ages, wars, revolutions, world empires, and the modern world.</p>	<p>The course covers various literature forms like the novel, drama, poetry, and short stories.</p>	<p>Building students' biology knowledge from a Christian perspective, this science course covers topics like microbiology, cells, plants, human anatomy, genetics, and ecology.</p>
<p>11th</p>	<p>Bible course is filled with quality lessons on practical topics like friendship, dating, and marriage. The course also examines the history of Christianity, including the nation of Israel, God's faithfulness, and the canonizing of the Scriptures.</p>	<p>Step-by-step lessons cover topics like number sets, functions, linear equations, polynomials, exponential functions, and quadratic relations.</p>	<p>Overview of U.S. history, including a look at the American Revolution, the Civil War, the Industrial Revolution, and modern America.</p>	<p>English topics like effective writing, sentence structure improvement, nonfiction literature, American drama, poetry, and an American novel.</p>	<p>Science covers chemistry topics like elements, compounds, mixtures, atomic and molecular structure, and carbon chemistry.</p>
<p>12th</p>	<p>The course studies quality, Bible-based topics like spiritual gifts, Christian ministries, comparative religions, and practical Christian living.</p>	<p>Math offers an in-depth study of pre-calculus, relations, functions, trigonometry, and quadratic equations.</p>	<p>History & Geography covers the importance of law and order, leadership roles, free enterprise, and the stock market.</p>	<p>Topics include medieval literature, Elizabethan literature, romantic and Victorian poetry, and creative writing.</p>	<p>Science covers comprehensive physics topics like kinematics, energy, light, electricity, magnetism, and nuclear physics.</p>

Elective - Classes are held twice a week for third through twelve grade. Two electives will be divided into two semesters. Art and Language Elective.

P. E. - Classes emphasize sports and games appropriate for each age level. Children play kickball, volleyball, soccer, basketball, and flag football. Physical conditioning exercises are utilized daily.

Child's Pace



Students have the ability to work at their own pace. We encourage following regular course schedules to finish all their subjects in a timely matter. Students may be promoted to an advance course after passing all examinations. Students may as well be demoted to a lower course if their efficiency test results in a poor grade.

Community Service Hours/ Volunteer Hours

"If you want to be great in God's Kingdom, learn to be a servant of all." Matthew 20:26

Students in grades 9 - 12 at Pneuma Christian Academy are required to complete twenty (20) hours of community service / volunteer work **each year**. This minimum has been established to help the students meet the required 75 hours for the Florida Bright Future Scholarships. Students and parents are reminded that many other scholarship committees require many more hours for consideration of their funding. It is our desire that each student view this program as an opportunity and an investment of his life, not as a requirement. Scripture is full of examples and direction from Jesus Christ, the ultimate teacher and instructor, helping those in needs, doing unto others as we would have them do to us, and most of all, being a servant of all. As students develop a closer relationship with Jesus Christ, it will come naturally to complete these community service hours -- it will be a part of the Christian life style which they should live on a daily basis.

Pneuma Christian Academy has a responsibility to fully educate each student and to prepare each individual the best we can for a productive future in our society. Post high school environments, whether it is college or career, evaluate a graduate on many areas of merit. Colleges and scholarship committees no longer consider only grades and test scores -- they also consider total community involvement. Organizations and review committees want to see several hundred hours of community service projects or volunteer hours in a number of areas.

Therefore, Pneuma Christian Academy has established the following guidelines for the Community Service / Volunteer Hours program.

- Each student should select the community service, or non-profit organizations, with which to work.
- Community service / volunteer hours may be completed throughout the year. Hours should be submitted to the office no later than May 15 for each school year. (i.e. Summer hours will show on the next academic year.)
- The minimum twenty (20) hours should be completed with a minimum of three (3) organizations or areas of service.



- All hours must be on a volunteer basis and should not be directed to serve only a family member.
- Each project completed needs to be recorded on the Community Service / Volunteer forms or in a letter from the sponsoring organization. Hours are submitted to the homeroom teacher and recorded on quarterly report cards.
- PCA recommends students desiring local and national scholarships and university admittance acquire in excess of 50 hours per year from various community organizations. Students are encouraged to be involved in service activities that have a significant impact in meeting the needs of our local community.
- Students are reminded that many national organizations require the hours to have been completed in community projects – not related to a church or religious organization. Although Pneuma Christian Academy encourages summer missions’ trips and regular involvement with your church programs, these hours may not qualify for some community service credit hours.



Computer and Internet Use

Pneuma Christian Academy proudly provides computers for student to use in class. This includes Internet access. We are very pleased to bring Internet access to Pneuma Christian Academy and believe the Internet offers valuable, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in school by facilitating resource sharing, innovation, and communication.

Pneuma Christian Academy realizes that a number of students now own lap-top computers. PCA assumes no responsibility for loss, theft, or damage to privately owned computer equipment including memory sticks or other memory devices. Use of lap-top computers is permissible in the classroom only for the purpose of engaging in school work. Students using laptops with wireless capabilities for on-line classes will need to have their connections secured with the Principal. Once the connection has been secured, only the owner may use the laptop for internet connections.

1. **Acceptable Use** – The purpose of using the Internet in our school is to support research and education by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of Pneuma Christian Academy. **This will limit student access to Instant Messengers, You-tube, or popular chat rooms such as “My Space” and “Facebook” and/or any other social media,** applications that are outside of the scope of educational purposes. Transmission of any material in violation of school policy or any U.S. or state regulation is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material or material protected by trade secrets.
2. **Privileges** – The use of the Internet is a privilege, not a right, and inappropriate use may result in cancellation of those privileges. (Each student who receives an account will be part of a discussion with an Pneuma Christian Academy faculty member pertaining to the proper use of the Internet.) The system administrators will deem what is inappropriate use and their decision is final. Also, the system administrators may close an account at any time as required. The administration, faculty, and staff of Pneuma Christian Academy may request the system administrator to deny, revoke, or suspend specific user accounts.
3. **Network Etiquette** – you are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:
 - a. Be polite. Do not get abusive in your messages to others.
 - b. Use appropriate language. Do not swear; use vulgarities or any other inappropriate language. Foul language and inappropriate or illegal activities are strictly forbidden.



- c. Do not reveal the address and/or phone numbers or any other personal information of students, teachers, administration or personnel.
 - d. Note that electronic mail (email) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities or in conflict with Pneuma Christian Academy policies and philosophies will be reported to the administration and possible authorities.
 - e. Do not use the network in such a way that you would disrupt the use of the network by other users.
 - f. All communications and information accessible via the network should be assumed to be private property.
4. Pneuma Christian Academy makes no warranties of any kind, whether expressed or implied, from the service it is providing. Pneuma Christian Academy will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. Pneuma Christian Academy specifically denies any responsibility for the accuracy or quality of information obtained through its services.
5. **Security** – Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a system administrator or your school coordinator. Do not demonstrate the problem to other users. Do not use another individual’s account. Attempts to log on to the Internet as anyone but you may result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.
6. **Vandalism** – Vandalism may result in cancellation of privileges and disciplinary actions. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or any of the above listed agencies or other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses, attempts at gaining unauthorized access, or changing online materials without permission.

School Supplies

Your tuition and registration does not provide school supplies. At the time of enrollment, we will provide with a list of supplies that each grade requires. This should be brought to the open house meeting.

Lunch Program



Our school provide lunch for students from 1st to 12th grade. All students may bring their lunches or snacks. The PCA Cafeteria provides some food options available during lunch time.

Snacks

All students should bring their snacks in their proper lunchboxes. A small variety of juices and snacks will be available to purchase at the school at a very low price.

Parent Orientation

A mandatory parent orientation for all families new to Pneuma Christian Academy will usually be held the previous Thursday before the starting school day at 7:00 p.m. although there may be some exceptions. One parent or guardian from each family registered is required to attend on one of these dates to obtain pertinent information about Pneuma Christian Academy's policies and procedures including student and parent requirements, discipline and uniforms. These orientations are for adults only. No students may be present; child care will not be available. The earlier date is recommended, as it will give ample time for parents to prepare for the New Year.

Parent Requirements

Each custodial parent or legal guardian is required to assist the parents and teachers of the school by volunteering for a minimum of 10 hours during the school year. Volunteer hours may include work done directly for the school, students or teachers. All volunteers serve under the direction of the school employees or officers. Volunteers must submit all required paperwork in a timely manner. A complete list of volunteer activities from which to choose will be published early in the fall semester. All volunteers must check in with the school office upon entering the campus during school hours. All volunteers must coordinate their activities with the classroom teachers and/or principals.

Three hours of parenting training is also required each year during the school year for each custodial parent or guardian. Such training will be offered by the school and may include Bible studies, parent/teacher workshops or other interactive sessions and seminars interspersed through the school year. Once a parent has accumulated the minimum training hours, he/she is no longer required to take training classes but is encouraged to do so. A list of training sessions and their times will be published early in the school year and as they are planned and implemented.

Homework

Homework is considered a very important part of the Pneuma Christian Academy program and is necessary in order for the student to achieve critical skills. Every attempt is made to give students a lighter homework load each day. Our goal is to motivate parents to have quality time



with their children in park, museums and others. That is why most of the homework is done at school.

* Average homework assignments including studying for test and quizzes:

3rd grade to 5th grade - 35 – 50 minutes

6th grade to 12th grade - 45 – 75 minutes

*These times are estimates and will vary from night to night, with the ability and diligence of the child and with the degree of parental oversight. Most of this homework is related to projects.

Grading System

A+ 97-100 B+ 87-89 C+ 77-79 D+ 68-69

A 94-96 B 84-86 C 74-76 D 66-67

A- 90-93 B- 80-83 C- 70-73 D- 65

F 64 and below

Reporting to Parents

Kinder through twelve graders will receive a progress report at the end of the first four weeks. At the end of each nine-week reporting period, children in first through eighth grades will be given a report card. The parents or teacher may request a conference at any given time. Please keep in close communication with your teachers. Scheduled conferences begin the first week of October. Parents of sixth through twelve graders may receive their child's final report card via mail about one week after the last day of school. Report cards and all other student records will be withheld if tuition or other charges and fees are not current.

Health Records

Please send a copy of your child's current immunization record to the office at the time of enrollment to be kept on file. All immunization records must be kept current. Please do not leave originals with the school but send only copies. The state may change its requirements from time to time; if this occurs, the school will adjust its screening policies to comply. Please note that your child will not be allowed to stay in school unless we have updated immunization records on file.

Restriction of Activities

If there are any medical conditions which restrict a student's activity in P.E. classes or sports in general, instructions in writing signed by the parent must be furnished to the teacher or the office at the beginning of the school year or as soon as medical condition is diagnosed.

Leaving Campus during School Hours



Students are prohibited from leaving campus during school hours unless checked out by a parent. In order to check out your child, please go the school office and sign him out. You will then get a pass that allows you to go to the classroom and pick up your child.

Walking Home from School

Any student who walks or bikes home from school must have signed permission from a parent or guardian.

Staying after School

From time to time, students may need to stay after school with a teacher as discipline or for tutorials. When this occurs, parents will be expected to come to the room at the time designated by the teacher. Students who are not picked up at the proper time will be taken to Extended Care and parents will be expected to pay the appropriate fee. Students are not permitted to return to the classroom after dismissal time without teacher permission. Parents are discouraged from bringing their children back later to pick up homework, books, or assignments. However, if it is necessary, parents must accompany their children to the classroom. Please encourage your child to be prepared at dismissal time with everything he/she needs to complete his homework assignments.

Medications and Emergency Treatment

Please complete and return the Medication Permission Slip/ Consent for Emergency Treatment form to let us know what you would allow school staff members to administer to your child. Students are not allowed to carry medications, so parents must give prescription items or over the counter drugs directly to a teacher.

All medications brought by parents for their children must:

Be in the original container.

Be labeled with the child's name.

Include directions to administer the medication.

Not be expired.

Written parental permission is required to administer any medication to your child. We cannot be responsible for medications that your child takes without the knowledge of the teacher.

Illness

A child must not be brought to school if one of the following exists:

The child has a fever or has had a fever in the past 24 hours.



The child has symptoms and signs of possible severe illness [such as lethargy, uncontrolled breathing, diarrhea, vomiting (two or more episodes in 24 hours), rash with fever, wheezing or untreated persistent cough].

The child has lice or nits whether active or not.

The child has been diagnosed with a communicable disease; a medical evaluation must then determine that the child is no longer contagious and is able to participate in the school's activities.

Please advise the school if your child has a serious infectious disease or lice or nits (cases for which the other parents need to be informed). Otherwise, it is not necessary to call the school about your child's illness unless you need your child's assignments.

Arrival and Drop-off

School begins promptly at 8:15 A.M. and ends at 3:00 p.m. You may drop your child off as early as 8:10 A.M. Teachers will be on duty at that time.

Dismissal, Pick-up and Early Pick-up

At 3:00 p.m. students will go to their designated car pool area. Middle and High School graders will be kept at the curb on the east end of the school until parents drive up. A teacher will be present all the time. Elementary graders will wait at the entrance of the church. Younger students may also wait with their older siblings. Parent teacher meeting are not be held at this time. Make appointment at the school office.

Please be on time. Any student not picked up by 3:00 P.M. will be taken directly to Extended Care. Parents will then be required to pay a drop-in day care fee and will need to come into the cafeteria to sign the student out. \$1 per minute after 3:15 P.M.

Early pickup time is before 2:00 P.M. Students that are been picked up after 2:00 P.M. will wait until regular hour of 3:00 P.M. pick up time.

Parent may wait in their cars as children will be lined up by grade. Please see addendum.

ATTENDANCE

A student is tardy if not seated and ready to learn by 8:20 A.M. Excessive tardiness causes undue hardship on everyone involved. The student will receive a warning slip for every time tardiness occurs. Repeated tardiness may also result in disciplinary action. Students should arrive by 8:10 A.M. to have time to prepare for class. An incident of tardiness is excused only if the student was late due to a doctor or dentist appointment and the student provides the teacher a note from the doctor upon returning to school. An excused tardiness is recorded for the permanent record but does not count toward the total for warning slips.



After an absence, 3rd through 12th grade students are responsible for checking with their teachers for any make up work. These students have as many days to make up work as the number of days they were absent (i.e. if a child is sick for two days, he has two days to make up his work).

A student should not be absent unless he is sick or there is an emergency. A student with repeated absences without good cause will be subject to disciplinary action. Perfect attendance awards are given at the end of the year. Any absence, including tardiness, leaving school early for doctor appointments or any other reason, disqualifies a student for a perfect attendance award. This is true whether such absence is approved, excused, or not.

Any absence that is required for travel from any of the students should be notified to the teacher. All students have the capability of connecting to the school's website to continue with their classes. All classes should be submitted by the end of the day so the teacher may check it the next school day.

ABSENCES.

General.

1. Pneuma Christian Academy firmly believes that it is of the utmost importance for students to be present in class and arrive on time.
2. Students from Kinder to 5th grade must be in school a minimum of 3 hours to be counted present for the day.
3. According to Florida Statute 1003.436, for students from 6th to 12th grades, a 0.5 credit course includes a minimum of 67 hours of instructions in a designated course of study. Based on this number, students are only allowed eight (8) unexcused absences per semester per class. Students who have more than eight (8) unexcused absences per semester may be denied credit for that course and may be required to attend summer school.
4. After a student's 6th to 12th grades unexcused absence in any class, the parent will receive an email informing them and providing instructions on how to check the dates.
5. Students are not permitted to leave campus for lunch.

Excused Absences

1. An excused absence is defined as an absence due to a court order, death in the family, or a documented student illness. (documentation must be turned in within a week of the absence). These absences do not count towards the eight (8) allowable absences per semester.
2. Students are excused for athletic events, class trips, field trips, and special events with the teacher's permission; however, students are responsible to make arrangements to make up work in advance and to be prepared to participate in class upon return.



Drop-in Rates

Students who do not participate in our before/after-care program and who arrive earlier than their scheduled time must pay \$5.00 per minute period or any part thereof with a \$20.00 maximum per day per child. This will be added into your monthly tuition. Time of arrival for all students is from 8:00 A.M. to 8:15 A.M.

Calendar

Each month during the school year a calendar of events will be sent home with your child for your information. The monthly calendar may also be sent via email and reviewed in the schools login page. Be advised that the published school calendar may be subject to minor changes due to school closures for weather or other problems. Such “rainy days” may be added to the end of the school year or taken during scheduled holidays. A listing of holidays may be found on the back cover of this handbook. Follow calendar for the different activities we will have throughout the school year.

Messages

If you need to leave a message or speak with your child’s teacher about a non-emergency, please call by 10:30 a.m. The answering system is checked frequently so please don’t hesitate to leave a detailed message. Messages received after 10:30 a.m. may not necessarily be delivered in time. Carpool changes should be handled by sending a signed note to your child’s teacher.

Contacting Other Parents

Parents are not permitted to hand out flyers or send messages through the school for personal or business reasons. Student addresses and phone numbers are confidential and will not be given to other students or parents by teachers or staff. You may choose to list your contact information in the school’s directory at the time of enrollment. Please use the school’s directory for information to contact other families.

Birthdays

Your child’s birthday is a very important event; however, birthday parties during school hours are not permitted. If your child chooses to pass out birthday invitations at school, then there must be an invitation for every member of the class or all the boys or all the girls. Children get their feelings hurt if they are left out. If you wish to send a treat like cookies or cupcakes, they will be passed out during lunch or snack time.

Holiday Celebrations

Our desire is to glorify Christ during the Christian holiday seasons. We will therefore emphasize the true meaning of Christmas and Easter. We do not permit the celebration of Santa Claus or the



Easter Bunny. Because Halloween originated as a pagan holiday and is now celebrated by the occult, we do not allow our students to participate in Halloween activities while at school. Therefore, please do not bring or send your child with any Halloween party favors, toys, candies, cakes or other related symbols or items. A short Valentine's Day party will be held, and students should only bring Valentine greetings that are appropriate and do not encourage romantic relationships.

Visitors to Campus

Parents are welcome to visit the campus for good reasons, including eating lunch with their children. Under certain circumstances, grandparents may also visit. Please check in with the office to receive your pass or badge. Parents must make appointments with teachers in advance as unexpected conferences or visits may be a disruption of the classroom activities. Except the relative's listed above, no other friend, pastors, or relatives are permitted to have lunch with students. Other visitors, including alumni, must call prior to the visit and receive the permission of the principal for a specific date and time. Any visitor whose presence, in the judgment of the teachers, staff or administrators, is a distraction or a disruption to any student or employee of Pneuma Christian Academy will be asked to leave the campus immediately and may be barred from the campus permanently.

Drugs, Alcohol and Tobacco

Pneuma Christian Academy is a drug free zone; therefore, drugs, alcohol and tobacco are not permitted in the buildings or on the grounds at any time. This includes odorless cigarettes or pipes. Students from Middle and High school will sign a drug test form at the beginning of the school year. Student maybe randomly selected for testing twice a year and will be at parent's expense.

SEARCH POLICY

The school Administrator is authorized in the presence of two witnesses to search a student's person and belongings if he/she suspects the student has illegal or unauthorized items. The search may be conducted without the student's or parents' permission. Registration of the student in Pneuma Christian Academy constitutes parental permission to such searches. The search will include automobiles, backpacks, purses, pockets, lockers, desks, and offices, etc.

Carpools

The students will be released only to a parent unless the teacher has received a written notice to the contrary. Carpools are required to register for prior approval before release may be given.

A definitive list of people authorized to pick up a child is imperative. All arrangements for going home with other children must be made before school, and the child's teacher must be notified in writing prior to any change in the usual arrangements. Changes to carpool must be made in



advance of the school day, and notification to the school by phone is not acceptable except in an emergency.

Parking

Parking spaces are limited, so for traffic flow and safety we ask that parents adhere to the following procedures: The one-way lanes are for pickup only and only for those drivers who will not be leaving their vehicles. Drivers must never leave their vehicles in the drive or in front of the doors unattended. The rear parking lot is reserved for teachers and staff only. The front parking lot is for parents and carpool drivers who need to leave their vehicles for any reason.

Do not park in any handicapped spaces - it is against the law, the church has asked us not to do so, and the police have been known to write tickets on this property. All drivers are encouraged to be courteous and patient. Carpool time may be hectic and trying, but we owe it to our children to display Christian character as representatives of Christ.

Weather Problems/School Cancellation

For any class interruptions or delays due to weather, parents must check the school's answering machine (305-274-7174). No television stations will be contacted. Teachers will report to school thirty minutes before school is to begin on days when school begins late.



General School Rules

Reasonable rules have been established for safety and proper character development of all PCA students. The teachers in each classroom review classroom rules as well as general school rules to insure proper understanding. Parents should review the rules with their children.

A list of specific rules may be obtained from your teacher.

Prohibited Items

The following items are not permitted at school:

- Baseball caps or any head covering
- Playing cards and trading cards
- Knives or any other weapons
- Sunglasses (except to be worn outside)
- Toys
- Calculators (except for Algebra I or higher students)
- Electronic equipment of any kind (i.e. flashlights, radios, MP3 players or cell phones.)
- Wristwatches with alarms
- Any items deemed by teachers to be a distraction in the classroom
- Magazines
- Suitcases and Briefcases
- Anything with inappropriate slogans or pictures
- Pullover jackets, non-uniform sweatshirts or non-uniform sweaters

Off Limits to Students

The following areas are off limits to students unless they have a teacher's permission:

- Computer room
- Offices
- Kitchen
- The second floor of the education building before 7:45 a.m. and after 3:30 p.m. Only if assisting to Extended Care or special meeting
- Teachers' desk areas or files
- All storage buildings, rooms, and cabinets
- The church sanctuary beyond the doors at the bottom of the stairs
- Copy room
- Science closet
- Storage or janitor's closets



Discipline

General Policies

Students are expected to conform to each teacher's classroom customs and regulations as well as the school rules and procedures. Misconduct of minor significance will be handled by individual teachers; however, conduct of major significance will be dealt with appropriately by the Principal based on the standards stated below.

Principal and Authorities of PCA reserve the right to personally handle the discipline of any child at any time they deem appropriate. In the event that a problem persists without parental cooperation or is considered to be a negative influence upon the other students or upon the school, the school reserves the right to temporarily suspend or to permanently expel the offending student.

Purpose of Discipline

The purpose of the discipline policies at Pneuma Christian Academy is:

- To assist students in developing a lifestyle that is pleasing to the Lord.
- To apply Biblical principles in handling daily problems.
- To provide a consistent pattern of expectations to which students can respond positively
- To encourage in students a positive response to authority systems so that they will be better prepared to yield their will to God's will.
- To Protect and build respect for the personal rights of fellow students and adults.
- To protect and build respect for the personal property of persons and organizations.
- To encourage students to accept responsibility for their words and their actions.
- To establish standards that would support the biblical instruction that is provided in the Christian home of which our school is an extension.
- To encourage honesty in all matters.
- To avoid behavior which may tempt a weaker brother.
- To protect the integrity of the individual by keeping all disciplinary actions as private as possible.

CODE OF CONDUCT



To assure the right of each student to receive a quality education which best brings glory to God, we have established a code of conduct for the students at PCA.

1. The first principle that the students need to learn is **obedience**. There are three (3) points to obedience
 - a. Doing **what** one is told.
 - b. Doing it **when** one is told.
 - c. Doing it with the **right** attitude.
2. The second principle is **respect**. This is fundamental to getting along with people. It starts in the home with attitudes towards parents and siblings. These same attitudes carry over into school. At PCA, **we will not tolerate disrespect of any kind, including public criticism**. If an administrative decision is made, it is final and the issue needs to be dropped.
3. The third principle is **responsibility**. This is when a person is given things to do and has developed the self-discipline to get the job done.

Conduct When Representing Pneuma Christian Academy

The following guidelines apply before, during, and after school hours:

1. Acts of immorality, profanity, gambling, lying, cheating, stealing, smoking, use of alcohol, narcotics, and other dangerous drugs (including possession), viewing or possession of pornography are unacceptable behaviors while enrolled as a student at PCA. Consequences may result in expulsion.
2. Acts of intimidation or threat by a student toward a teacher or staff member or another student will not be tolerated on or off school property.
3. Criticism of the school or its staff will not be tolerated.
4. Garbage receptacles, not the ground or floor, shall be used for disposing litter.
5. **CHEWING GUM** is prohibited at all times while on campus.
6. Electronic devices such as cell phones, pagers, beepers, iPods, MP3 players, radios or others not listed will not be used during school hours.

Conduct in the Classroom

General guidelines for classroom discipline have been established for purposes of control; however, individual teachers may have specific guidelines which must also be followed.

The following is a list of school-wide guidelines:

1. Students will be in their seats when the tardy bell rings, otherwise they will be considered tardy.



2. Students may talk only with permission from the teacher. Students may get permission by raising their hand and waiting for the teacher to call on them.
3. Students are to remain in their seats unless given permission by the teacher.
4. Students should sit facing forward, with their feet in front of them and not in the aisle.
5. Students are to have paper, pen or pencil, books and/or computers to be considered prepared for class.
6. Students may write on whiteboards or overhead projectors only with permission of the teacher.
7. Any student out of class should have a Hall Pass.
8. There is to be no horseplay, climbing on any surfaces or throwing of any objects anywhere on campus.
9. Students are to make an effort to keep halls, classrooms, and restrooms neat.
10. Students should treat God's property and other people's property with respect.

DEFACING OF CHURCH/SCHOOL PROPERTY WILL CARRY SERIOUS CONSEQUENCES.

Personal grooming should be confined to the restrooms.

11. Students should show respect at all times to their teachers and peers.
12. Students shall refrain from any act of disrespect toward teachers or students such as in the following:
 - a. Rolling of the eyes.
 - b. Mimicking or mocking.
 - c. Laughing at the mistakes of others.
 - d. "Sassing".
 - e. Facial or non-verbal expression of disrespect.
 - f. Writing or passing personal notes or sending/receiving text messages.
 - g. Any form of non-class related communication during class.
 - h. Studying any subject other than the one the teacher is directing.
 - i. Doodling or drawing during class.
 - j. Publicly criticizing the school, its policies, decisions, or staff.
 - k. Fighting, rough housing, or horse-play.
 - l. Gripping or complaining.
 - m. Profanity which is never acceptable at any time.

Boy-Girl Relationship

The Bible is very explicit as to proper relationships between the two sexes before marriage. Wholesome boy/girl relationships are natural. However, it is the opinion of the administration that school-age young people are not ready for intimate relationships. Proper behavior while at any school function is to be expected by dating students. If the administration becomes aware of



any immoral act, the students involved may be expelled. Public displays of affection such as holding hands, kissing or sitting too close in proximity to another is not acceptable.

Points Code

Points are not punishments. Points are a record of student's behavior. They serve as a communication tool to parents that their help is needed to correct student behavior.

Points are given upon the type and severity of the infraction. Points may also be assigned at the discretion of the administration.

Kinder to 3rd grades will receive Behavior Notification

A list of offenses and their point's penalties follows:

Levels of Discipline

Regular students (0-49)

Every 10 points

One hour detention, letter to parents.

At 35 points

Letter to parents, copy to principal and Student files. Two hour detention.

Student on Probation (50-74 Points)

Every 5 Points

One hour of detention, letter to parents.

At 50 Points

Place on disciplinary probation, one-day Suspension, letter to parents, copy to Principal and student file, meeting with parent and student with administrative and pastoral committee.

At 75 Points

Three day suspension, letter to parents, Copy to principal and student file, meeting with parent and student with administrative and pastoral committee.

At 90 Points

Five day suspension, letter to parents, Copy to principal and student file, meeting with parent and student with administrative and pastoral committee.

100 points

Expulsion, entered in students permanent Record.

Detentions and in school suspensions



- Detentions will be served after every other Thursday from 3:00 - 4:00. There will be a \$ 10.00 charge this hour of detention. If the student does not attend this detention, the student will be issued a Sunday Detention.
- Two hour detention. Between hours 3:00 – 5:00. There will be a \$ 20.00 charge this hours of detention. **If the student does not attend this detention, the student will be issued a Sunday Detention.**
- Sunday Detentions may be rescheduled one time with prior permission from the office. Any detentions not served will be served as an in school suspension.
- In School Suspensions (ISS) will be served for any hours not served. (\$10.00 per hour)

Infractions	Minimum points
Chewing gum	2.5
Communicating (talking, passing notes, etc.)	2.5
Dress code violation	2.5
Eating where prohibited	2.5
Foreign language spoken in non-language class	2.5
Lack of classroom materials	5
Littering	5
Loitering	5
Paper sent home for signature not returned	5
Classroom disruption	5
Entering off-limits areas	5
Failure to follow instructions	5
Failure to serve detention	5
Irreverence in chapel	5
Lack of cooperation	5
Misuse of hall pass	5
Misuse of intercom	5
Possession of playing cards, electronic equipment*	5
Public display of affection	5
Rowdy behavior (Horseplay)	5
Direct disobedience	10
Disrespect	10
Cheating (homework, class work, or quiz)	10
Failure to report misconduct	10
Inappropriate pictures on notebooks	10
Misuse of cellular phone	10
Offensive or vulgar speech	10



Plagiarism (see cheating above)		10
Skipping class	10	
Vandalism		10
Fighting		15
Use or possession of stink bombs, noxious materials	15	
Profanity		20
Vulgarity (obscene gesture, etc.)	20	
Cheating on test or exam		25
Lying		25
Possession of pornographic material	25	
Stealing		25
Bullying		35
Harassment		35
Wearing earring (boys)		10
Cult activity, including possession of materials and Literature, especially Gothic, Rocker, etc.	50	
Leaving campus without permission	50	
Possession of fireworks, knives, guns, other weapons	50	
Possessions or use of matches, lighters, electronic cigarettes, etc.	50	
Gambling, or possessing of gambling paraphernalia	50	
Smoking paraphernalia.	50	
Uncooperative attitude	50	
Destruction of property	5-50	
Use or possession of alcohol	50-100	
Sexual activity	50-100	
Use or possession of illegal drugs iPad, or any other electronic.	100	

Dress Code

The dress code policy is written to encourage modesty, school spirit, and dedication to academics. Parents must help their children to dress responsibly. All students must wear uniforms. All clothing must be modest, clean, well-fitting—neither too baggy nor too tight—and in good repair. Oversized or undersized clothing is not permitted. Students are not permitted to wear clothes with autographs or other writing on them. Tattoos and body piercings are not permitted. Students must comply with the dress code at all school functions. Students should have their names on the inside of all uniform wear to prevent loss.

Uniforms



All the uniforms are those already established by PCA for all the students, boys and girls, and it is required for all students to wear them since the beginning on the first day of school.

Specific observations regarding girls.

Skirts and shorts are strongly recommended for girls. The length of the skirt must reach the knees.

Shirts

Shirts must be tucked in at all times. Only solid white undershirts may be worn and no part of the undershirt may show beyond the sleeve. A uniform shirt must be worn under sweaters and vests. Turtlenecks and mock turtlenecks may not be worn as undershirts.

Belts

Belts must be worn with pants designed for belts. Uniform belts from the official list are acceptable or students may wear a braided belt in black or brown..

Outerwear

Only official uniform sweaters may be worn as outerwear in the buildings. Students may wear heavier jackets or coats outside in winter and rain coats in summer. However, no sweatshirts, no pullover jackets, and no non-uniform sweaters may be worn. Students must be prepared with uniform sweaters the first day of school as some classrooms are cool even in the summer.

Shoes

- All the students must wear closed shoes with their uniforms.
- Students may wear athletic shoes with normal soles (no platform soles allowed), and approved leather shoes. During P.E. the only athletic shoes may be worn with shorts or pants only.
- All athletic shoes worn at school must be well fitting and not subject to coming loose when students are running, walking, or playing.
- Approved leather shoes may be worn with any uniform (except P.E.).
- Female students must wear leather shoes with skirts and pants. Female students may also wear the Mary Jane style shoes in black or dark navy from any company.



- P.E shoes colors are black, white, or gray.

T-Shirt Day

Students may wear the approved PCA School t-shirt on each T-shirt Day designated on the school calendar. The T-shirt will be worn as a uniform shirt on those days. When needed, students must wear white undershirts to insure modesty.

Hair

- **Male** students must wear haircuts that are reasonable and conservative, and older boys must be clean-shaven at all times. Hair must be kept in an orderly manner above the shirt collar and no longer than the top of the eyebrows; tops of ears must be highly visible.
- **Female** students may wear their hair in any reasonable style as long as it is cut back or pinned no longer than the top of the eyebrows.

Head Covering

No head covering may be worn at school except that girls may wear headbands, barrettes, pins or bows which are simple, not gaudy, and do not clash with the uniform in color.

Jewelry and Make-up

Students may wear simple wristwatches without alarms. Only one simple ring on each hand may be worn. Male students are not allowed to wear necklaces, earrings, chains, or bracelets.

Female students may wear jewelry that is tasteful and simple; they may have pierced earlobes only and may wear only one earring in each earlobe. No jewelry may be attached to clothing.

For safety purposes, students may not wear jewelry, including watches, to P. E. class. Older girls may wear make-up that is simple and tasteful. Make-up may be applied only at home.

Backpacks

Backpacks with or without wheels are acceptable, but no suitcases are allowed.

Dress Code Infractions

When a student is not in compliance with the dress code, he will be required to comply immediately. If this is not possible, a note will be sent home explaining the infraction.

Subsequent violations will result in a call to the parent who will have to bring proper clothing to the school immediately. Where the first infraction is a flagrant violation in the teacher's view, parents will be called that day to bring the proper clothing immediately. Parental support and cooperation is necessary for dress code conformity. Students in violation of dress code may be sequestered if proper clothing is not brought immediately. Students who continue to violate the dress code may be subject to additional disciplinary action.



P. E. Uniforms

P. E. uniforms are required for kinder through twelve graders. During cool weather students must wear any brand of solid gray sweatshirts and sweatpants. Sweats may not have logos, zippers, buttons, collars, or hoods. These sweats are available at most department stores. Students may not wear coats or jackets in P. E. class without the P. E. teacher’s permission. Students must wear their P. E. uniform shirts underneath their sweatshirts in case they become warm.

Jewelry. No jewelry (including watches) may be worn to P.E. classes. Students must wear athletic shoes with normal soles and solid white crew length socks to P. E. class. No platform or extra-wide soles are permitted due to safety considerations.

Students who do not comply with the P.E. uniform policy will lose points from their daily P.E. grade and may, at the teacher’s discretion, be excluded from participation in the day’s P.E. activities. Students who persist in being out of uniform for P E. class may be subject to other disciplinary action.

Approved Uniforms

Kinder to 12th Grade

BOYS AND GIRTL S

- White and green Polo Shirts PCA
- Gray Pants or Shorts

P. E. UNIFORMS

- Twill Sport Shorts
- Sweat Shirt and/or Sweat Pant
- School P. E. Shirt
- Tennis shoes

**Pneuma Christian Academy
GRADUATION REQUIREMENTS**

	Honors****	Yrs	College Preparatory ¹	Yrs.	General ²	Yr s.	Vocational ³	Yrs .
Bible	Bible 9 Bible 10 Bible 11 Bible 12	4	Bible 9 Bible 10	2	Bible 9 Bible 10	2	2 - 4 yrs., at least thru Bible 9	2-4



English	Language Arts 9-12	4	Language Arts 9-12	4	Language Arts 8-11 or 9-12	4	4 years, at least through LA 9	4
History ⁴	World Geography World History U.S. History Government or Economics AP US History*	1 1 1 ½	World Geography World History U.S. History Government or Economics AP US History*	1 1 1 ½	World Geo World History American History Government or Economics State History *	1 1 1 ½ 1	4 years, through World History. Must include one semester Civics State History *	4
Math	Algebra I Geometry Algebra II Pre-Calc. or other Calc AP	1 1 1	Algebra I Geometry Algebra II Pre-Calculus or Cons. Math rec.	1 1 1	Algebra I Geometry Optional: Pre- Alg. or Consumer Math in addition	1 1	4 courses until 2 high school levels are completed	2-4
Science ³	Earth Science Biology Chemistry and/or Integrated Physics and Chem	1 1 1	Physical Science Biology Chemistry and/ or Physics	1 1 1-2	Physical Science Biology Chemistry or Physics	1 1 1	4 courses until 2 high school levels or at least through Physical Science	2-4
Foreign Language	At least 2 years of same language	2	At least 2 years of same language	2	Recommended, but not required College Req.	0	Not recommended	0
Health	Health	½	Health	½	Health	½	Health	½
P.E.	At least 2 years	2	At least 2 years	2	At least 2 years	2	At least 2 years	2
Per. Arts	At least one year of Music and/or Art	1	At least one year of Music and/or Art	1	At least one year of Music and/or Art	1	Recommended, but not required	0
Comp. Skills	Keyboarding plus at least 2 semesters of computer application courses	2½	At least 2 semesters of computer application courses	2½	At least 2 semesters of computer application courses	2½	Recommended, but not required	0
Electives	Any category - enough to reach minimum totals		Any category - enough to reach minimum totals	1½	Any category - enough to reach minimum totals	4	Taken from core subjects	1½ to 4½
	Minimum credits	27	Minimum credits	25	Minimum credits	24	Minimum credits	22



Graduation Requirement Exceptions

- * State History is not necessary if completed previously
- ** Vocational students should complete the highest possible level in all subjects, minimally up through the end of 8th and into 9th levels where indicated.

Transcript will state:

“In recognition that (name) has fulfilled the requirements in vocational education.

The College Preparatory course has not been completed; therefore, said student may not necessarily be prepared for college.”

*** Required by some universities and colleges.

**** Honors Diploma will also require a total high school average of 94% or better, 1000 SAT or 22 ACT score and a minimum score of 12.9 on the CAT Total Battery.

SPECIAL NOTE: Only College Preparatory or Honor students may graduate early. All other students must complete at least 8 full semesters after age 14, meet all course requirements, and earn a minimum of 23 units.

A full-year Health course shall consist of:

High School Health Unit 1 - Body Essentials

High School Health Unit 2 - Physical Health

Science 804 - Health and Nutrition

Science 907 - Body Health (Part 1)

Science 908 - Body Health (Part 2)

Science 708 - Human Anatomy (Part 1)

Science 709 - Human Anatomy (Part 2)

High School Health Unit 3 - Social and Mental Health

High School Health Unit 4 - Preventative Health Care and First Aid

High School Health Unit 5 - Responsible Living