

RED LION CHRISTIAN ACADEMY

Guidelines for Completing the Master Schedule 2013/2014

1. All schedules are to be completed, signed by parents, and returned to school by **Thursday, May 2nd**, but should be returned as soon as possible. Returned schedule sheets will be dated as they are turned in. If a course becomes filled, students will then be admitted on a first-come, first-served basis. Only the completed schedule sheet needs to be returned.
2. Students should prepare their schedules to satisfy all school requirements as soon as possible. This will minimize later conflicts. Although the guidance counselor will check student schedules for possible omissions, it is ultimately the **student and parents' responsibility** to ensure that the student has taken the appropriate courses for graduation. When choosing subjects, parents and students should be careful to do the following:
 - a) Satisfy all requirements for graduation
 - b) Satisfy all yearly RLCA requirements
 - c) Satisfy college requirements
3. In order to graduate from RLCA a student must acquire a minimum of 25 total credits in grades nine through twelve in order to graduate. The requirements are as follows:

Bible	4 credits	Foreign Language	2 credits
English	4 credits	Health	.5 credit (should be taken in 9 th grade)
Social Studies (including World Civ and Am. Hist.)	4 credits	Dr. Ed.	.25 credit (DE, MD, PA students only*)
Mathematics	4 credits	Computer	.5 credit
Science	4 credits	P.E.	.5 credit
Fine Arts	.5 credits	Electives	1 credits
		Community Service Project	40 Hours

4. **Sample Course Requirement by Grade for 2013/2014**

<u>9th</u>	<u>10th</u>
1 Math	1 Math
1 Science	1 Science
1 Bible	1 Bible
1 Spanish	1 Spanish
1 English	1 English
1 Social Studies	1 Social Studies
.5 Health	.5 PE
.5 Computer	.25 Dr. Ed.
1 Elective	1 Electives
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8 Credits	7.75 Credits
<u>11th</u>	<u>12th</u>
1 Math	1 Math
1 Science	1 Science
1 Bible	1 Bible
1 English	1 English
1 Social Studies	1 Social Studies
1 Spanish	2 Elective
1 Elective	
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7 Credits	7 Credits

Please note that all students must take .5 credit of both P.E. and computer, and .5 credit of fine arts during their high school years to meet graduation requirements.

5. High School Yearly Requirements: A normal load is from 7 – 8 credits, depending on the grade. Generally 9th and 10th grade students take a full schedule and are not permitted to schedule study halls. If a student wishes to take less than the minimum number of credits for his/her grade, this must be approved by the principal and/or the Dean of Academics.
6. Courses in which there is not sufficient enrollment may be dropped.
7. Honors Class Placements are made by the teacher and department head. Recommendations are based on the student's performance, attitude, work ethic, and standardized test scores. To remain in an Honors course, a student must maintain an 85% grade average in the Honors course he or she is taking. In addition, if a student wants to move from a CP course to an Honors course, he or she must have earned an 'A' in the CP course. Questions about Honors placement should be directed to the appropriate department head.
8. Plan your schedule according to your own particular needs and interests. Do not plan according to preferred teachers or according to what classes your friends might choose.
9. Driver's Education is available to tenth-grade Delaware residents free of charge. We have been advised by the DE Dept. of Ed that at this time New Jersey will not accept a DE driver education certificate, therefore students that live in NJ should not register for the course. Pennsylvania and Maryland students will be charged a fee of approximately \$463.00 if they wish to take Driver's Ed. The Driver Education fee is charged by the State of Delaware and is due during the first month of the course, either in September for the first semester course or January for the second semester course. Classes will meet twice a week for a semester. Students will be scheduled based on their age, with older students scheduled first.
10. Health—All 9th grade students should schedule Health based on gender. If you are unable to schedule health, write this on your schedule sheet.
11. Add/Drop: Students may add or drop courses during the first **TWO** weeks of the school year for a full year course and a first semester course (without consequence) or during the first week of the third quarter of a second semester course with approval from the Dean of Academics, parents, and teacher. Students may not add or drop a course after these designated times without approval of the Principal or Dean of Academics. **Before a student drops or adds a course, the student must complete an add/drop form, which must be signed by the guidance counselor, parent, and teacher.**
12. Summer Reading: Middle school and high school students will be required to read two books from a pre-selected list. Students will complete a writing assessment or other assignment based on the books during the first week of school. Students taking AP English will be contacted regarding their summer reading books.
13. Earn P.E. credit while playing sports: In addition to taking regularly-scheduled P.E. courses, high school students are permitted to earn ¼ of a P.E. credit for each RLCA athletic team on which they play--up to ½ credit total. Managers, scorekeepers, etc. do not qualify for this credit.
14. Pass/Fail Courses: Some classes will be graded as pass/fail and will not be calculated into the student's GPA.. Some of the courses that fit into this category are Driver Education and participation on athletic teams. Other courses may be added at the discretion of Dean of Academics.
15. Every attempt is made to give students their first choice for electives. However, if there are scheduling conflicts, students may need to be given their 2nd or 3rd choice.
16. All high school students must complete a minimum of .5 credits of Fine Arts during their 4 years in high school in order to graduate.