Choctaw Virtual Learning Center 2024-2025 STUDENT HANDBOOK

Choctaw Tribal Schools Division of Education Mississippi Band of Choctaw Indians



Approved as Policy by the Choctaw Tribal Council

Resolution CHO 24-087 on June 27, 2024

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You can find us on the internet at www.choctawtribaischools.com

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Choctaw Virtual Learning Center 2024-2025 School Calendar (July 01, 2024 – May 30, 2025)

9	Federal/Tribal Holidays
20	School Holidays
5	Staff Work Days
2	60% Days
3	Title 1 Professional Development Days
201	Student Instructional Days
240	Total Contract Days

	S	Septe	embe	r 202	4	
5	М	Т	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
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29	30					
		19 St	tuden	t Days		

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		15 S	tuden	t Days	5	

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2	3	4	5	6	7	8
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30	31					
		16 St	uden	t Days		

		Μ	ay 20)25		
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28	29	30	31			
		16 St	tuden	t Days		

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27	28	29	30	31		
	-	21 S	tuden	t Day	s	

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19	20	21	22	23	24	25
26	27	28	29	30	31	
		18 St	tuden	t Days		

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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
		21 St	tuden	t Days		

Student Dis	missed Early
@ 2:00 pr	m for PLC's
Aug 28	Jan 29
Sep 25	Feb 26
Oct 31	April 30

	August 2024										
S	М	Т	W	Th	F	Sa					
				1	2	3					
4	5	6	7	8	9	10					
11	12	13	14	15	16	17					
18	19	20	21	22	23	24					
25	26	27	28	29	30	31					
		20 S	tuden	t Days	5						

November 2024									
S	M T W Th F								
	b				1	2			
3	4	5	6	7	8	9			
10	11	12	13	14	15	16			
17	18	19	20	21	23	24			
25	26	27	28	29	30				
		15 St	tuden	t Days	;				

		Febr	uary	2025	5	
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23	24	25	26	27	28	150
		19 S	tuder	t Day	5	

1 st Semester	
July 15-19 - Staff Work Days	
Aug 1 - Professional Development Day	
Aug 9 - Nanih Waiya Day	
Aug 28 - Student Dismissed at 2:00 PM	
Sep 2 - Labor Day Holiday	
Sep 9 - Progress Reports	
Sep 25 - American Indian Day Holiday	
Sep 27 - Students Dismissed at 2:00 PM	
Oct 14 - Chahta iNittak Day	
Oct 15 - Comm Rel/Rep Cards	
Oct 31 - Students Dismissed at 2:00 PM	
Nov 4 - Progress Reports	
Nov 11 - Veteran's Day Holiday	
Nov 25-29 - Thanksgiving Holidays	
Dec 20 - 60% Day for Students	
Dec 23-Jan 3 – Christmas Holidays	
2 nd Semester	
Jan 6 - PD Day Certified Staff Only	
Jan 7 - Student Return	
Jan 13 - Comm Rel/Rep Cards	
Jan 20 - M L King Holiday	
Jan 29 - Students Dismissed at 2:00 PM	
Feb 10 - Progress Reports	
Feb 17 - President's Day	
Feb 26 - Students Dismissed at 2:00 PM	
Mar 10-14 - Spring Holidays	
Mar 24 - Comm Rel/Rep Cards	
Apr 18 - Good Friday Holiday	
Apr 21 - Progress Reports	
Apr 30 - Students Dismissed at 2:00 PM	
May 30 - CVLC Last Day	-

Choctaw Tribal Schools 2024-2025 School Calendar

July 31, August 1, & January 6 - Title I Professional Development Days for Instructional Staff

1st Semester (90 Student Days)				20	24					2025							
Aug 1- Professional Development day		S	М	Т	W	Т	F	S			S	М	Т	W	Т	F	S
Aug 2 – Staff Work Day						1	2	3						1	2	3	4
Aug 5 – Student's First Day		4	5	6	7	8	9	10			5	6	7	8	9	10	11
Aug 9 – Nanih Waiya Day	August	11	12	13	14	15	16	17		anuary	12	13	14	15	16	17	18
Aug 28- Students Dismissed at 2 pm	gu	18	19	20	21	22	23	24		nue	19	20	21	22	23	24	25
Sep 2 – Labor Day Holiday		25	26	27	28	29	30	31		-C	26	27	28	29	30	31	
Sep 9 – Progress Reports				9 Inst	-									uctior			
Sep 25 – Students Dismissed at 2 pm						t Day								ntrac		,	
Sep 27 – American Indian Day Holiday	1	1	2	3	4	5	6	7	-						Duji		1
Oct 4 - End 1 st Term		8	9	10	11	12	13	14			2	3	4	5	6	7	8
Oct 7 – Begin 2 nd Term	e l	。 15	16	-	18	12				>							
Oct 14 – Chahta įNittak Day	a n			17			20	21		uar	9	10	11	12	13	14	15
Oct 15 – Comm Rel/Rep Cards	September	22	23	24	25	26	27	28		February	17	18	19	20	21	22	
Oct 31 – Students Dismissed at 2 pm	Set	29	29 30							Ľ	23	24	25	26	27	28	
Nov 4 – Progress Reports		19 Instructional Days						19 Instructional Days									
Nov 11 – Veteran's Day Holiday			2	1 Con	tract	Days						-	20 Co	ntrac	t Days	5	
Nov 25-29 – Thanksgiving Holidays				1	2	3	4	5									1
Dec 20 – 60% Day for Students		6	7	8	9	10	11	12			2	3	4	5	6	7	8
Dec 20–End 2 nd Term	<u> </u>	13	14	15	16	17	18	19			9	10	11	12	13	14	15
Dec 23-Jan 3 – Christmas Holidays	be	20	21	22	23	24	25	26		16 Warch 23	16	17	18	19	20	21	22
2nd Semester (90 Student Days)	October	27	28	29	30	31					23	24	25	26	27	28	29
Jan 6 – Professional Development Day											30	31					
Jan 7 – Students Begin 3 rd Term			22 Instructional Days					Ĩ.,		16	Instr	uctior	nal Da	iys			
Jan 13 – Comm Rel/Rep Cards			2	23 Contract Days								21 Co	ntrac	Days	5		
Jan 20 – M L King Holiday							2					1	2	3	4	5	
Jan 29 - Students Dismissed at 2 pm		3	4	5	6	7	8	9		î î	6	7	8	9	10	11	12
Feb 10 – Progress Reports	Der	10	11	12	13	14	15	16	-	13		14	15	16	17	18	19
Feb 17- President's Day Holiday	November	17	18	19	20	21	22	23			20	21	22	23	24	25	26
Feb 26 – Students dismissed at 2 pm		24	25	26	27	28	29	30		Ā	27	28	29	30	24	25	20
Mar 7 – End Third Term	Ż	15 Instructional Days						21 Instructional Days									
Mar 10-14– Spring Holidays		21 Contract Days						22 Contract Days									
Mar 17– Begin Fourth Term		1		1	r	<u> </u>		7				1				ř –	
Mar 24- Community Rel/Rep Cards		1	2	3	4	5	6	7				-		_	1	2	3
Apr 17 - Students dismissed at 2 pm	5	8	9	10	11	12	13	14			4	5	6	7	8	9	10
Apr 18 – Good Friday Holiday	nber	15	16	17	18	19	20	21		2	11	12	13	14	15	16	17
Apr 21 – Progress Reports	Decem	22	23	24	25	26	27	28		May	18	19	20	21	22	23	24
May 22 – End of Term	De	29	30	31							25	26	27	28	29	30	21
May 22 -60% Day for Students last day				Instru			/S							uctio			
May 23 - Last Teacher Day			2	2 Con	tract	Days		_						ntrac	t Days	5	
Students Dismissed Early	1			8						Feder	al/Tri	bal Ho	oliday	S			
				20						Sc	hool I	Holida	ays			K	
Aug 28 Jan 29	9			2						Sta	aff Wo	ork Da	ays				
Sep 25 Feb 2	6			2						19	60%	Days					
Oct 31 April 1	.7			180					St	tudent	t Instr	uctio	nal Da	ays			
	130	- 10		210						_	_	tract		_			
						First Day of School											
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I. School Attendance

The Choctaw Central High School/Middle School Student Handbook will apply to all students in CVLC who are working towards a California High School diploma in regards to all listed policies in the student handbook, except for procedures approved in this CVLC handbook which apply specifically to the procedures and routines at the virtual learning center. Students eighteen {18) years of age and above are expected to log in daily, whether in-person or online. Students sixteen (16) and seventeen (17) years of age will follow the Choctaw Tribal School District calendar, attending CVLC in person. Tribal Compulsory School Attendance code is enforced. A California High School diploma will not be awarded to anyone below the age of seventeen (17). Each student should log on and actively work in Grade Results for a minimum of 20 hours per week. If students are not logging in daily and/or making progress, students could be removed from the program. It is important that if a student is having any type of hardship or extenuating circumstance, that the student communicates with CVLC about the issue in order that the CVLC staff may provide assistance as possible. Doing so will eliminate purging from Grade Results. Communication and relationship building are keys to student success. The CVLC Administrator will oversee student attendance and student progress weekly. CVLC staff will make conscious efforts to communicate and help students that are hitting barriers.

A. Length of School Day

Classes at Choctaw Virtual Learning Center are held Monday through Friday, beginning at 7:30 a.m. to 3:30 p.m. Breakfast and lunch are provided with a 30-minute lunch break from 12:00 p.m. to 12:30 p.m. In addition to the daily schedule, the Grade Results® website is available 24 hours per day, 7 days a week, with certified online teachers available for personalized instructions for a one-to-one, student-teacher interactive basis.

B. Inclement Weather

There may be days that weather conditions will not permit the CVLC to be open. In this event, the Office of the Tribal Chief and the Director of Education will be responsible for making the decision to close the CVLC. Announcements of school closings will be made on social media and as the tribe's Office of Public Information sends out to local radio and television stations. Students will also receive updates through the school's emergency messenger systems and social media sites. On the days that school has already convened, and weather conditions begin to decline, the Office of the Tribal Chief will make the decision if CVLC will close. This information will be posted on the Office of Public Information's social media and/or on the school's social media page.

C. 10-Day Drop Policy

Any student who has accumulated 10 consecutive absences will be dropped from the program. An absence is when a CVLC virtual student does not log in to Grade Results for at least 1 hour in a 24-hour period, Monday-Friday. Students must stay on task working in the program a minimum of 20 hours, Monday-Sunday. Students attending CVLC are considered absent when they do not attend school, Monday-Friday 7:30am. - 3:00p.m. CVLC staff will communicate with students daily who were considered absent for the current or previous day. CVLC staff will communicate with any student that is considered "at-risk" of being removed from the program, and will monitor attendance daily. The week will run Monday-Sunday virtually; Monday-Friday at the CVLC C enter. Students can re-enroll when dropped, but will be allowed only two re-enrollments for that school year. Once a student has reached the re-enrollment limit, they will have to re-enroll the following school year.

D. Attendance Policy for Students Upon Completing Graduation Requirements

Once a student has completed all graduation requirements, a decision will be made whether the student would benefit from continued enrollment at CVLC for additional college and career readiness courses (as extra credit), or whether the student's enrollment will end. This decision will be made and placed in writing between the CVLC Administrator, Guidance Counselor and the student. The Guidance Counselor will mark the appropriate status in the student's record.

II. School Enrollment

A. Eligibility for Enrollment

The Choctaw Virtual Learning Center requires that all applicants be 16 years of age and above.

To be eligible to enroll in the Choctaw Tribal Schools, a student must have at least 1/4 degree of Indian blood.

1. Required Documentation

A newly completed enrollment packet is required each year for each student in attendance and must be completed in a timely fashion at the beginning of the school year. A completed enrollment packet is required in order for a student to begin working in Grade Results. CVLC will assist as much as possible to give all students the opportunity to complete assignments and graduate.

The following documents must be on file in the CVLC Records Vault when the student enrolls in school:

- Birth Certificate
- Social Security Card, or a completed application for a Social Security Card
- Immunization Health Compliance Form (121 Form)
- Certification of Degree of Indian Blood (CDIB) evidencing 1/4 degree of Indian Blood
- Student Enrollment Application Form
- Privacy Act information
- CVLC Student Agreement form [Located at the back of this handbook]
- Documented drug testing requirements satisfied
- A background check will be conducted on any student that is 18 years or older who enrolls in the Choctaw Virtual Learning Center. The background check could prohibit a student from attending the Choctaw Virtual Learning Center in person, which would only give the student the opportunity to enroll in the program virtually or remotely.

2. Out-of-Boundary Enrollment Request

Requests for Out-of-School Boundary Enrollment will be considered on a case by case basis upon request. Requests must be submitted, with attached explanation letter, to the Registrar and reviewed by the CVLC Administrator, Director of the Department of Schools and the Tribal Chief. [See attached form, pg. 12]

B. Terms of Enrollment

Any student enrolled into the Choctaw Tribal School system agrees to items listed below, unless a letter is submitted to the school principal to opt out of the following conditions or programs:

- 1. All students in CVLC must be registered in NASIS prior to beginning assignments at CVLC.
- 2. After a second Re-enrollment, a student will not be allowed to re-enroll until the following school year.
- Enrollment in the school messenger system in order for families to be notified of school closures and/or important school events which is accessible by email or cellphone, which is available on most mobile devices including cell phones.
- 4. Publication of student photographs, work samples, information and student names in tribal publications or local newspapers.
- 5. Presentation of student photographs and work samples for educational conferences, workshops, classes, etc. that promote the school or district, with no use of student names.
- Publication of student photographs on school and district websites and on Official CTS social media. Neither student names nor photographs of individual students will be published online by Choctaw Tribal Schools.

C. Registration

The Choctaw Virtual Learning Center will have open enrollment throughout the year. Enrollment will be dependent upon CVLC requirements and available seats. Program information and enrollment packets may be obtained at the CVLC or from the center's website.

III. Instructional Program

Overview

The CVLC uses the state Common Core State Standards of California that are integrated into Grade Results. The academic standards set a clear understanding by explaining what students are expected to learn by the end of each subject. The first step to success for each student is to master the learning standards. Academic standards are important because they prepare students for success in the workplace.

The CVLC will provide enrolled students with curriculum information to keep them informed about the subject requirements and standards. The information will be a guide of the key skills that the students will learn in subjects throughout the CVLC program. The instructional goal at the CVLC is for teachers to increase learning-environment flexibility and to work closely with students in individualizing their coursework based upon students' self-pacing and to assist them in meeting academic standards in a timely, self-guided manner. The teachers will keep a data notebook containing information about classwork, writing assignments and test results. The student data notebook will provide students, teachers and administrators an overview of student progress and achievement. The curriculum department of Choctaw Tribal Schools works with teachers to ensure that the alignment with curriculum, assessment and instruction is current with new research-based educational trends and that the CVLC incorporates all structures, principals and specialized efforts commensurate with Grade Results®.

A. Instructional Technology

Internet and network access are provided to the students and staff at CVLC. Computers, tablets and other electronic technology are tools with which to perform research, retrieve information, compile data, and create documents related to education. Students are expected to report any problems with the technology equipment they have been assigned to use. Teachers will be responsible for educating students on safety related internet usage and are required to monitor student activity according to the policy. The use of equipment, computers, network resources, and the internet is a privilege, not a right and appropriate use will result in a cancellation of these privileges.

NETWORK ETIQUETTE:

Users are expected to abide by the general accepted rules of network etiquette. These include but are not limited to the following:

- Be polite. Messages should not be abusive to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Do not reveal addresses, credit card numbers, or phone numbers
- Illegal activities are strictly forbidden
- Electronic mail is not guaranteed to be private. System administrators have access to all mail.
- Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not use the network in such a way that others' use of the network would be disrupted.

USERS AGREE TO ABIDE TO THE FOLLOWING:

- Use of the network must be in support of education and research.
- Users must not reveal their password or use other users' passwords.
- Users shall not damage computers, computer systems or computer networks, which include altering software components of a computer or system.
- Users are prohibited from transmitting or intentional receipt of hate mail, harassment, and other antisocial behaviors on the network, including cyberbullying.
- Users shall not use the network to access or process pornographic material, inappropriate text files, or any illegal activity.
- Users agree not to use the chat rooms.
- Users agree not to send chain letters.
- Students agree not to play games on the computers unless authorized by monitoring staff.
- Students shall not send, receive, or check personal E-mail, except with permission before or after school.

COMPUTER LAB/CLASSROOM TECHNOLOGY USAGE:

- Staff members assigned to a group of students are responsible for monitoring and overseeing their network and internet activity.
- No food or drinks allowed around electronic devices.
- Teachers are expected to have lesson plans before students use the internet, which includes researching sites that are used.

CONSEQUENCES OF UNACCEPTABLE USE ARE:

- · Suspension and/or termination of network and internet privileges.
- And/or additional disciplinary action as determined at the administrative level regarding unacceptable language and /or behavior.
- And/or referral to law enforcement authorities for criminal or civil prosecution.

B. Grading Policy

CVLC students have access to their grades and academic progress within Grade Results. Letter grades correspond with numerical averages as follows:

A. 90-100	Excellent Achievement
B. 80-90	Above Average Achievement
C. 70-79	Average Achievement
D. 60-69	Below Average Achievement
F. 59 and below	Failing Grade, insufficient Achievement

- All students enrolled at CVLC are subject to the following Choctaw Tribal School's policies. Students must make acceptable progress in attempted academic subjects at the end of the first three-weeks grading period. A student's IEP Committee will determine the appropriate placement and exiting option for individual students based on their unique needs.
- 2. Releasing of Student Grades In accordance with the requirements of the Privacy Act, written permission from a learner is necessary for school authorities to release student grades to outside agencies.
- C. Graduation Requirements for Choctaw Virtual Learning Center
 - 1. Students graduating from CVLC must earn 13 specific credits in Grade Results to earn a high school diploma from the state of California.
 - 2. Graduation requirements are available in Grade Results. The CVLC adheres to the state of California graduation requirements.
 - 3. Successful completion of a course shall be based on the students having a final grade of 60 or higher.

Students enrolling at Choctaw Virtual Learning Center must complete all graduation requirements of the state of California provided by Grade Results in order to obtain a high school diploma by completing all (13) required courses. These requirements will be completed. based on graduation requirements for the state of California, in which a certified counselor at Grade Results will evaluate each student transcript and provide a learning path best for each student to attain a high school diploma from the state of California.

For any student who has not completed the ACT assessment prior to enrolling, they will be able to do so at the completion of ACT Prep coursework and at the next available administration so that both coursework and assessment requirements are fulfilled at the same time.

Students who meet all graduation requirements prior to the last school day of 1 st semester will receive a diploma marked with that date. Students who meet all graduation requirements prior to the last school day of 2nd semester will receive a diploma marked with that date.

2024-2025

ACT Test Dates

Deadline to Register	Test Date
September 27, 2024	October 26, 2024
November 2, 2024	December 7, 2024
January 10, 2025	February 8, 2025
March 14, 2024	April 12, 2025
1	

When students are not eligible for a diploma from Choctaw Central High School, they can discuss options with the Guidance Counselor or Principal and work toward other diploma options at CVLC by utilizing Grade Results® which works with organizations to provide virtual learning opportunities and diplomas from the state of California.

D. College and Career Preparation

Deadlines to take the ACT and complete college admission requirements are an important part of college and career preparation. The school will share information and deadlines with their students through bulletin board postings, reminder notifications, email blasts and postings on student school website. Check with your school counselor if you have any questions or need assistance applying. The school will have appropriate and grade level specific college and career preparation activities for CVLC students. These activities and information will be provided by the counselor's office.

IV. Guidance Counseling Services

A Guidance Counselor is employed through Grade Results to aid growth and development of students as they progress though their educational programs. Further counseling will be provided by the Choctaw Technical Education Center and/or Choctaw Central High School counselors and the Choctaw Central High School dropout prevention coach is readily available to provide support of all students. The Counselor strives to provide opportunities for each student to develop an understanding of his or her abilities and to base future academic, vocational and personal decisions upon this knowledge.

At the CVLC, the Administrator and Guidance Counselor are consistently involved in the following:

- 1. Student progress monitoring
- 2. Assisting with ACT registration
- 3. Identification of abilities, interests and special aptitudes for educational and career planning
- 4. Improvement of social and/or academic adjustments through both individual and group counseling
- 5. Appraisal and assessment activities
- 6. Obtaining information on college entrance requirements and available scholarships, assisting in college applications and helping to secure funds
- 7. Communication with students/parents
- 8. Consultation with faculty and administrators
- 9. Referral to outside agencies



CHOCTAW VIRTUAL LEARNING CENTER

MISSISSIPPI BAND OF CHOCTAW INDIANS CHOCTAW TRIBAL SCHOOL SYSTEM 390 Industrial Road Building E, Suite 2 Choctaw, MS 39350 Phone: (601) 663-7925 www.choctawtribalschools.com

Student Attendance and Progress

NAME: _____

ADDRESS:____

AGE:_____

As a current student of Choctaw Virtual Learning Center, it is imperative that you follow the attendance policy and make adequate progress in assigned courses.

This is notification that as of,	, you have not made
sufficient advancement in achieving expected educational goals. T	he reason for your
unsatisfactory progress is due to the following reason(s).	

If you continue to neglect logging in and/or actively working in Grade Results, you could be removed from the program. If you are having any type of hardship or extenuating circumstance, it is important that you communicate with CVLC to provide possible assistance.

Student signature:	Date:
CVLC Administrator:	Date:

CVLC Student Agreement Form

This is to verify that I have received, read and agree to abide by the CVLC Student Handbook for 2024-2025 school year.

If you have questions about the information contained in this handbook, you are encouraged to contact the CVLC Administrator before signing this Student Agreement Form.

Please sign and return this page to the CVLC Administrator.

Student's Name (Printed): _____

Student's Signature: _____Date: _____Date: _____

Request for Out-of-School Boundary Enrollment for School Year	
To: Tribal Chief, Cyrus Ben	
From:	
Thru: Registrar Technician, CVLC Administrator, Choctaw Tribal School	s, Director of Schools
Subject: Request for Out-of-School Boundary Enrollment for SY	
Date:	
Please attach a letter explaining the request.	
COMMENT(S):	
APPROVED DISAPPROVED	10
Administrator, Choctaw Virtual Learning Cente	r Date
APPROVED DISAPPROVED	
Director, Department of Schools	Date
APPROVED DISAPPROVED	
Director, Division of Education	Date
I FINAL APPROVED I FINAL DISAPPROVED	
Tribal Chief	Date

Pending Credits

Subject	Required Credit	Earned Credit	Pending Credit
Math	2.00	0.00	2.00
ELA	3.00	0.00	3.00
Science	2.00	0.00	2.00
Social Studies	3.00	0.00	3.00
Electives	1.00	0.00	1.00
PE and Health	2.00	0.00	2.00
Total Credits Required :	13.00	0.00	13.00

Pending Course Details

Note: Mandatory courses are denoted by [*]

MATH (Two years of mathematics (including Algebra II) 2 more credit(s) are needed from the following course(s).

Course	State Code	Full Course	Sem-l	Sem-II	Course	State Code	Full Course	Sem-I	Sem-II
Algebra I*	250001	8			English I*	230107	۲	-	<u> 1</u>
Algebra II	250002				English II*	230110	8	-	-
FoundofAlg	270426	8			English III	230113			-
Geometry	250003								

ELA (Three years of English)

Geometry 250003 SCIENCE (Two years of Science) 2 more credit(s) are needed from the following course(s). Course State Code Foll Course Sem-I Sem-II 5 Bielogy I* 260131 -•• 5 100700 Physical Science" **

3 more credit(s) are no	eded from the follo	wing course(s).		
Course	State Code	Full Course	Sem-i	Sem-!
World History"	456835	3		+
US History"	230016	6	-	ž
Economics"	450501	5		
US Government"	230041	8	-	

3 more credit(s) are needed from the following course(s).

ELECTIVES (One Year of elective)

1 more credit(s) are needed from the following course(s).

PE AND HEALTH (Two years on PE and Health) 2 more credit(s) are needed from the following course(s).

Course	State Code	Full Course	Sem-1	Sem-I!	Course	State Code	Full Course	Sem-I	Sem-II
Music Appreciation	903063	\$	-		Physical Education*	340113	8	4	
General Music	500971	S	-		Health*	340133	8	-	
Visual Arts I	500704	2							