

# Vicksburg Community Schools

## Administrative Guidelines

---

### **5460 - GRADUATION REQUIREMENTS**

In order for a student to qualify for a diploma in this District, s/he must have satisfactorily completed the following courses and earned at least twenty-four (24) or more credits in grades nine through twelve (as specified hereafter) including requirements listed below.

#### ~~For Students Graduating through 2010 (entering 8th grade prior to 2006)~~

<del>-</del>	<del>Constants Required of all Students not under an IEP*</del>	<del>Units</del>
<del>-</del>	<del>English</del>	<del>4</del>
<del>-</del>	<del>Social Studies</del>	<del>4</del>
<del>-</del>	<del>General Science (or its equivalent)</del>	<del>3</del>
<del>-</del>	<del>Mathematics</del>	<del>4</del>
<del>-</del>	<del>Physical Education</del>	<del>1</del>

Graduation must be earned by passing all mandated subjects, a major sequence, and earning total units required for a diploma.

Students in special education shall receive (a diploma) if certified they have properly completed the requirements of their IEP. They shall participate in all graduation activities.

A high school student who wishes to test-out of a course in which s/he is not enrolled may do so by taking the final examination for the course and receiving a grade of at least seventy-seven percent (77%) or by demonstrating mastery of the subject matter as determined by the District assessment used in lieu of a final examination. Credit for a course earned by a student through this process may be used to fulfill a course or course-sequence requirement. Such credit will be counted toward the required number of credits needed for graduation and will not be used to determine the student's GPA.

No letter grade shall be earned by testing out of a course. Credit is noted on the transcript and a "P" will designate the letter grade.

In order to test out of a course, the student must adhere to the following timelines:

- A. A student may attempt to test out of a class during the final exam period at second semester and ten (10) days prior to the start of the school year.
- B. A student desiring to test out of a class must file a request to do so at least ten (10) days prior to the exam in the guidance office.

A student may be granted credit by earning a qualifying score, as determined by the Michigan Department of Education (MDE) on assessments developed or selected for the subject area by the MDE or the student earns a qualifying score, as determined by the District on one (1) or more assessments developed or selected by the District that measure a student's understanding of the subject area content expectations or guidelines that apply to the credit.

The student may not receive credit for a course in the same area but lower in the course sequence.

A high school student shall be granted credit in any foreign language not offered by the District, providing s/he meets the competency criteria established by the Superintendent.

Special education students who properly complete the program specified in their I.E.P., or in a personal curriculum, and meet the requirements for a high school diploma, and have received the recommendation of the I.E.P.C. may participate in graduation activities as recommended by the student's I.E.P.C. Reasonable accommodation shall be made for students with disabilities, as defined under State or Federal law, to assist them in taking any required tests or assessments for graduation.

### **For Students Graduating in 2011 and thereafter (entering 8th grade in 2006 and after)**

The Michigan Merit Curriculum requires sixteen (16) credits for graduation, which could be met using alternative instructional delivery methods such as alternative course work in humanities course sequences, career and technology courses, industrial technology or vocational education, or through a combination of these programs. In addition, students entering the 3rd grade in 2006 (class of 2016) will need to complete two (2) credits of a language other than English in grades 9-12; OR an equivalent learning experience in grades K-12 prior to graduation.

-	<b>Class-of</b>	<b>Total-Credits</b>
-		
-	2010	28.5
-	2011	27.0
-	2012	25.5
-	2013	24.0

Credits include:

4 Credits – Mathematics, including algebra I; geometry, algebra II, including one (1) credit in senior year. At least four (4) credits in mathematics that are aligned with subject area content expectations developed by MDE including completion of at least algebra I, geometry, and algebra II, or an integrated sequence of this course content that consists of three (3) credits, and an additional mathematics credit, such as trigonometry, statistics, precalculus, calculus, applied math, accounting, business math, a retake of algebra II, financial literacy (as developed or approved by the Michigan Department of Education as a model program).

([http://www.michigan.gov/documents/mde/FinancialLiteracy\\_222482\\_7.pdf](http://www.michigan.gov/documents/mde/FinancialLiteracy_222482_7.pdf)).

A student may complete algebra II over two (2) years with a credit awarded for each of those years. Each student must successfully complete at least one (1) mathematics course during his/her final year of high school enrollment. This does not require completion of mathematics courses in any particular sequence.

4 Credits - English Language Arts aligned with subject area content expectations developed by MDE, or CTE equivalent.

3 Credits – Science, including biology; physics or chemistry; one (1) additional science credit, or CTE equivalent.

3 Credits - Social Studies, including .5 credit in civics; .5 credit in economics; U.S. history and geography; world history and geography.

1 Credit - Physical education/health credit guidelines to be developed by MDE

1 Credit - Visual, performing, applied arts credit guidelines to be developed by MDE, or CTE equivalent.

~~12.5-8~~ Credits - In addition to the credits outlined above, credit hours in electives, or career and technical education programs must be completed and awarded.

The above list of credit totals what is needed for graduation from the District's high school(s).

One (1) college dual enrollment course equals one-half (1/2) high school credit.

Students shall successfully complete an on-line course or learning experience OR shall have the on-line learning experience incorporated into each of the required credits of the Michigan Merit Curriculum.

For Students Graduating in 2016 and thereafter (entering 3rd grade in 2006 and after).

Students shall complete two (2) credits of a language other than English in grades 9-12 or an equivalent learning experience in grades K-12 prior to graduation.

## **Educational Development Plan**

Each student shall have the opportunity to develop an Educational Development Plan (EDP) during the 7th grade and shall have developed an EDP prior to starting high school. The plan must be based on a career exploration program and high school readiness scores, to assist the student in identifying career development goals as they relate to academic requirements.

Effective July 1, 2011, each student shall review his/her educational development plan in 8th grade and shall revise the plan as appropriate before entering high school.

## **Personal Curriculum**

A flow chart displaying the personal curriculum process can be found at:

[www.actpoint.com/mi/pdf/MMCPC\\_PC\\_Process.pdf](http://www.actpoint.com/mi/pdf/MMCPC_PC_Process.pdf)

A parent or legal guardian of a student who has completed grade 9 may request a personal curriculum for the student that modifies certain of Michigan Merit Standard requirements. If all of the requirements for a personal curriculum are met, then the Board may award a high school diploma to a student who successfully completes his/her personal curriculum even if it does not meet the requirements of the Michigan Merit Standard. All of the following apply to a personal curriculum:

- A. The personal curriculum shall be developed by a group that includes the

student, at least one (1) of the student's parents or the student's legal guardian, a teacher who is currently teaching the student, and the student's high school counselor or another designee (selected by the high school principal) qualified to act in a counseling role.

- B. The personal curriculum shall incorporate as much of the subject area content expectations of the Michigan Merit Standard as is practicable for the student; shall establish measurable goals that the student must achieve while enrolled in high school; shall provide a method to evaluate whether the student has achieved these goals; and shall be aligned with the student's educational development plan.
- C. Before it takes effect, the personal curriculum must be agreed to in writing by the student's parent or legal guardian and by the Superintendent of the District or his/her designee.
- D. The student's parent or legal guardian shall be in communication with each of the student's teachers at least once each calendar quarter to monitor the student's progress toward the goals contained in the student's personal curriculum.
- E. Revisions may be made in the personal curriculum if the revisions are developed and agreed to in the same manner as the original personal curriculum.
- F. The English language arts credit requirements and the science credit requirements are not subject to modification as part of a personal curriculum.
- G. Except as otherwise provided, the mathematics credit requirements may be modified as part of a personal curriculum only after the student has successfully completed at least two and one-half (2.5) credits of mathematics credits required and only if the student successfully completes at least three and one-half (3.5) total credits of the mathematics credits required before completing high school. The requirement that a student must successfully complete at least one (1) mathematics course during his/her final year of high school enrollment is not subject to modification as part of a personal curriculum. The algebra II credit required may be modified as part of a personal curriculum only if the student has successfully completed at least two (2) of the mathematics credits required and meets one (1) or more of the following criteria:
  - 1. the student successfully completes the same content as one (1) semester of algebra II, as determined by the department; or
  - 2. the student elects to complete the same content as algebra II over two (2) years, with a credit awarded for each of those two

- (2) years, and successfully complete that content; or
3. the student enrolls in a formal career and technology education program or curriculum and in that program or curriculum successfully completes the same content as one (1) semester of algebra II, as determined by the department; or
  4. Effective July 1, 2011, the student successfully completes one (1) semester of statistics or functions and data analysis.

The above items establish conditions that must be in place to bring about modification of the personal curriculum. They do not reduce the requirement that a student must successfully complete four (4) credits of math including a full year of math during the senior year of high school. Additional math or math-related courses should address high school content as defined by the District and may include trigonometry, statistics, pre-calculus, financial literacy, pre-algebra, applied mathematics, accounting, business mathematics and others.

- H. The social studies credit requirements may be modified as part of a personal curriculum only if all of the following requirements are met:
  1. the student has successfully completed two (2) credits of the social studies credits required including the civics course; and
  2. the modification requires the student to complete one (1) additional credit in English language arts, mathematics, or science or one (1) additional credit in a language other than English. This credit must be in addition to the number of those credits otherwise required.
- I. The health and physical education credit requirement may be modified as part of the personal curriculum only if the modification requires the student to complete one (1) additional credit in English language arts, mathematics, or science or one (1) additional credit in a language other than English. This credit must be in addition to the number of those credits otherwise required.
- J. The visual arts, performing arts, or applied arts credit requirement may be modified as part of the personal curriculum only if the modification requires the student to complete one (1) additional credit in English language arts, mathematics, or science or one (1) additional credit in a language other than English. This credit must be in addition to the number of those credits otherwise required.

Additional options and resources for decision making with regard to the Personal Curriculum can be found at [www.actpoint.com/mi/mmcpccfm](http://www.actpoint.com/mi/mmcpccfm).

## Students with a Disability

If the parent or legal guardian of a student requests, as part of the student's personal curriculum, a modification of the Michigan Merit Standard requirements that would not otherwise be allowed and demonstrates that the modification is necessary because the student is a child with a disability, the District may allow that additional modification to the extent necessary because of the student's disability if the group determines that the modification is consistent with both the student's educational development plan and the student's individualized education program. If the Superintendent of Public Instruction has reason to believe that a District is allowing modifications inconsistent with the requirements of the State school code, the Superintendent of Public Instruction shall monitor the District to ensure that the District's policies, procedures, and practices are in compliance with the requirements for additional modifications, under this subdivision. As used in this policy "child with a disability" is defined in 20 U.S.C. 1401.

A student receiving special education services shall have an Individual Education Plan (IEP) that identifies the supports, accommodations, and modifications necessary to allow the student to progress in the Michigan Merit Curriculum requirements or a personal curriculum, and meet the requirements for a high school diploma.

## Transfer Students

If a student transfers to the District from out-of-state or from a nonpublic school, the student's parent or legal guardian may request, as part of the student's personal curriculum, a modification of the Michigan Merit Standard requirements that would not otherwise be allowed under this section. The District may allow this additional modification for a transfer student if all of the following requirements are met:

- A. The transfer student has successfully completed at least the equivalent of two (2) years of high school credit out-of-state or at a nonpublic school.
- B. The District may use appropriate assessment examinations to determine what credits, if any, the student has earned out-of-state or at a nonpublic school that may be used to satisfy the curriculum requirements of the Michigan Merit Standard, District policy and the State Board of Education.
- C. The transfer student's personal curriculum incorporates as much of the subject area content of the Michigan Merit standard as practicable.
- D. The transfer of a student's personal curriculum requires the student to successfully complete at least one (1) mathematics course during his/her final year of high school enrollment. In addition, if the transfer student is enrolled in the District for at least one (1) full school year, both of the following apply:
  1. the transfer student's personal curriculum shall require that this mathematics course is at least algebra I
  2. if the transfer student demonstrates that s/he has mastered the content of algebra I, the transfer student's personal curriculum

shall require that this mathematics course is a course normally taken after completing algebra I

- E. The transfer student's personal curriculum must include the state required civics course.

### Alternative High School Students

Vicksburg Alternative High School can provide two different paths to a diploma. The first is a pathway to the traditional high school diploma by meeting the full graduation requirements of Vicksburg High School.

The second pathway can enable a student to earn an alternative diploma by meeting all of the Michigan Merit requirements along with enough elective credits to meet a minimum of 20 credits.

This alternative pathway may be chosen by a student who is 18 or with approval of the student's parent/guardian if the student is under the age of 18.

### Restrictions

A student who is currently in the alternative program, or applying to join the alternative program who has 21 or more credits, may choose to get an Alternative Education Diploma under the following conditions:

<u>A.</u>	<u>At least 2 credits have been earned already or will be earned through the alternative program (exceptions may be made by the program director with those who can demonstrate an emergency or other cause for need).</u>
<u>B.</u>	<u>The student must meet the Merit Curriculum requirements.</u>
<u>C.</u>	<u>The student must have taken the ACT/MME before the diploma is awarded.</u>
<u>D.</u>	<u>The student must have been a student in good standing since the beginning of the school year in which they apply.</u>
<u>E.</u>	<u>They student must have spent at least six months in the program when the diploma is earned. (This restriction can be waived on a case-by-case basis by the program director.)</u>
<u>F.</u>	<u>The students choosing this alternative pathway will not be considered to have VHS student privileges.</u>

### **Assessment**

The District shall administer the Michigan Merit Examination to students in grade 11 and to students in grade 12 who did not take the complete Michigan Merit Examination in grade 11, in accordance with State law and the assessment provisions of the Michigan Department of Education (MDE). Each principal is to determine, based on results on the required tests, which students are in need of special assistance in order to have a fair opportunity to achieve credit toward graduation.

Such assistance may include one (1) or more meetings with one or more students and their teachers as well as other staff or consultants who are experts on the State required assessments. The meeting(s) shall also include the student's parents who are to receive a written notice of the meeting. The purpose of the meeting(s) is to determine an educational program to assist the student(s) in achieving State endorsement in the respective academic content areas(s).

A student who chooses to repeat the college entrance examination component of the Michigan Merit Exam may do so only in accordance with the provisions of State law and the MDE.

A number of new and revised guidance documents and tools are available at the MDE Office of School Improvement website ([www.michigan.gov/mde](http://www.michigan.gov/mde)). A wikispace (<http://mdpersonalcurriculum.wikispaces.com/>) has also been created to facilitate the sharing of work done by local districts and ISDs as they support the development of local policies and procedures.

M.C.L.A. 380.1165, 380.1166, 380.1278a, 380.1278b, 380.1279  
20 U.S.C. 1400 et seq., 20 U.S.C. 1401 et seq.  
29 U.S.C. 794 Section 504 of Title V of the Rehabilitation Act of 1973)  
42 U.S.C. 12131 et seq.  
Personal Curriculum Guidelines, (MDE, May 2009)

Revised 8/00  
Revised 8/05  
Revised 9/12/05  
Revised 9/06  
Revised 7/07  
Revised 8/13/07  
Revised 3/10/08  
Revised 12/18/08  
Revised 3/25/09  
Revised 12/14/09  
Revised 11/5/10

[Revised 5/12/14](#)