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*Adopted: 6/29/87*

## **613 GRADUATION REQUIREMENTS**

### **I. PURPOSE**

The purpose of this policy is to set forth requirements for graduation from the Mahtomedi Public Schools.

### **II. GENERAL STATEMENT OF POLICY**

It is the policy of the Mahtomedi Public Schools that all students, in order to earn a high school diploma, must meet established Minnesota K-12 academic standards, required state tests, and Mahtomedi graduation requirements.

The Mahtomedi Public Schools will provide a comprehensive academic program which addresses knowledge, skills, concepts, and processes as determined by the setting of high academic standards that meet or exceed state and national standards.

Special education students who properly complete the programs specified in their Individual Education Plan (IEP) and have received the recommendation of their IEP Team shall be awarded a diploma.

### **III. DEFINITIONS**

- A. “Course credit” is equivalent to a student’s successful completion of a course of study or a student’s mastery of the applicable subject matter, as determined by the Mahtomedi Public Schools.
- B. “Section 504 Accommodation” means the defined appropriate accommodations or modifications that must be made in the school environment to address the needs of an individual student with disabilities.
- C. “Individualized Education Program,” or “IEP,” means a written statement developed for a student eligible by law for special education and services.
- D. “Limited English Proficient” or “LEP” student means an individual whose first language

is not English and whose test performance may be negatively impacted by lack of English language proficiency.

- E. “Acceleration or Remediation Coursework” includes online coursework and means additional courses taken by a Mahtomedi student while enrolled in high school. These courses must be Minnesota Department of Education approved, certified, or accredited providers.
- F. “Home School Credits” - Refer to Policy 611 - Home Schooling.

#### IV. GRADUATION REQUIREMENTS

- A. In order to earn a high school diploma, all students must meet established Minnesota K- 12 academic standards, required state tests, and Mahtomedi graduation requirements.
- B. To receive a Mahtomedi High School diploma, a student must have accumulated credits, as listed below, specific to the graduating year:

Graduation Requirements	
Economics	0.5
Electives	6.5
English/Language Arts	4.0
Fine Arts (Art or Music)	1.0
Health	0.5
Mathematics	3.0
Physical Education	0.5
Science	3.0
Social Studies	3.0
Total Credits	22/24

- 1. Students will have the opportunity to earn all graduation requirements at Mahtomedi High School.
  - 2. 9<sup>th</sup> – 12<sup>th</sup> grade students may attend any Minnesota accredited public or private college or university when accepted by the post-secondary institution according to the provisions of the Minnesota Postsecondary Enrollment Options Act (PSEO).
  - 3. Students may participate in various educational programs, such as: Acceleration and Remediation Coursework, Work Experience Handicapped, and Northeast Metro Intermediate School District 916 programs.
- C. Transfer students who have earned credits prior to entering Mahtomedi High School will be evaluated on an individual basis by the principal, counselor, and/or teacher to meet graduation requirements. Students may be subject to a placement evaluation to determine appropriate placement for sequential courses.

## **V. HIGH SCHOOL CREDIT FOR MIDDLE SCHOOL STUDENTS**

- A.** Mahtomedi Middle School enrolled students who take a course at Mahtomedi Middle School that is wholly equivalent to a Mahtomedi High School course may receive high school credit for the satisfactory completion of the course, provided:
1. The Mahtomedi Middle School teacher is licensed as required by the Minnesota Department of Education in course content and grade level necessary to teach middle school students.
  2. The student has completed the prerequisite course(s)
  3. The student earned a passing grade in the course.
- B.** Mahtomedi Middle School enrolled students who take courses at Mahtomedi High School, excluding credit recovery courses, may receive high school credit for the satisfactory completion of the course, provided:
1. The Mahtomedi High School teacher is licensed as required by the Minnesota Department of Education in course content and grade level necessary to teach middle school students.
  2. If the same course is offered both at the high school and the middle school, Mahtomedi Middle Students must take the course at Mahtomedi Middle School and High School students at the High School
- C.** Mahtomedi Middle School enrolled students who take an online course may receive high school credit for the satisfactory completion of the course, provided:
1. The course is taken from a Minnesota Department of Education (MDE) accredited online program or school.
  2. The course rigor and curriculum content is be comparable to the existing Mahtomedi High School course rigor and curriculum content.
  3. The Mahtomedi High School principal has determined the course standards have been satisfied
- D.** Grades earned for online courses or courses taken at Mahtomedi High School by Mahtomedi Middle School students are eligible for high school credit as credits that meet graduation requirements and will appear on the student's high school transcript. However, grades for those courses will not be included in the student's grade point average calculation.

## **VI. EARLY GRADUATION**

Students may be considered for early graduation, as provided for within Minn. Stat. § 120B.07 upon meeting the following conditions:

- D.** The student must meet established Minnesota K-12 academic standards, required state tests, and Mahtomedi graduation requirements;
- E.** The principal or designee shall conduct an interview with the student and parent or guardian, familiarize the parties with opportunities available in post-secondary

education, and arrive at a timely decision; and

- F. The principal's decision shall be in writing and may be subject to review by the superintendent and school board.

## **VII. GRADUATION**

Participation in the Mahtomedi High School graduation ceremony is a privilege afforded to students who meet eligibility requirements established by Minnesota K-12 academic standards, required state tests, and Mahtomedi Public Schools. These requirements include:

- G. Being a member of the current year's graduating class;
- H. Credits earned must be within 1.0 credit of the student's required graduation credit requirements (see the Graduation Requirements table in IV. B.) and the student must be registered to attend summer school;
- I. Being in good disciplinary standing;
- J. All IEP goals are met;
- K. In the event of medical emergencies or other extenuating circumstances, an "opportunity for administrative review" will be accorded to those students that do not meet the requirements set forth in this policy; and
- L. Exchange Students shall be permitted to participate in the graduation ceremony and shall be awarded a certificate of attendance unless they meet the criteria for a regular diploma.

## **VIII. NOTICE**

The school district will notify students and their parents of the school district's graduation requirements within 30 working days of a student's entry into ninth grade. The school district also will notify students in grades 9-12 or who transfer into the district and their parents of the school district's transition to the course credit system and options for students in grades 9 and above regarding locally established graduation requirements within 30 working days.

***Legal References:*** Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)  
Minn. Stat. § 120B.024 (Graduation Requirements; Course Credits)  
Minn. Stat. § 120B.07 (Early Graduation)  
Minn. Stat. (School District Process)  
20 U.S.C. § 6301, *et seq.* (No Child Left Behind Act)  
Minn. Stat. § 120B.16 (Secondary Credit for Students)

***Cross References:*** Policy 104 (School District Mission Statement)  
Policy 601 (School District Curriculum and Instruction Goals)  
Policy 614 (School District Testing Plan and Procedure)  
Policy 615 (Basic Standards Testing, Accommodations, Modifications, and Exemptions for IEP, Section 504 Accommodation, and LEP Students)  
Policy 616 (School District System Accountability)