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R 5460 HIGH SCHOOL GRADUATION PROCEDURES

In keeping with its obligation under N.J.A.C. 6:8-7.1, the Board sets forth the following as its procedure for pupil promotion and high school graduation:

A. Minimum Requirements

1. Prior to graduation from high school, all students must demonstrate a minimum level of competency in reading, writing and computation.
2. The Board will administer the High School Proficiency Assessment (HSPA) in grade 11.
3. Passage of this examination is a prerequisite to graduation with a state-endorsed diploma.
4. All students will be assessed on these minimum requirements annually, and upon their entry into the district school system. Students who are not meeting these standards will receive, under N.J.A.C. 7.1, an individual assessment. An Individual Student Improvement Plan (ISIP) will be developed for those students progressing inadequately. (N.J.A.C. 6:8-6.1)
 - a. The Individual Student Improvement Plan (ISIP) is a written instructional plan designed to identify the student's skill weaknesses, and to establish exit criteria which must be met before the student has adequately demonstrated proficiency in these skills.
 - b. Parents or legal guardians will be provided with a written pupil improvement plan for each of their children requiring one. They will be notified of the reasons the plan is needed in their child's case, and of their child's progress therein.
 - c. Individual comprehensive assessment procedures shall include teacher observation, parental or guardian interview, formal and informal evaluation techniques, and evaluation of cumulative pupil records and student performance data.



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- d. Parents or legal guardians dissatisfied with their child's ISIP may discuss changes they would support with educational staff, district administrators and the Board of Education.
- e. A teaching staff member will be designated as being responsible for the development, implementation and evaluation of the Individual Student Improvement Plan.
- f. For each pupil who performs below state standards on any of these tests by the end of the eleventh grade, an additional evaluation shall be provided during the twelfth year based on the Individual Student Improvement Plan. This evaluation shall include but not be limited to:
 - (1) Performance on state tests (including all re-tests);
 - (2) Performance on locally selected examinations;
 - (3) Performance in course work;
 - (4) Formal interview with pupil;
 - (5) Formal interview with parent(s) or guardian(s);
 - (6) Formal interview with teaching staff;
 - (7) Examination of pupil's transcripts noting the pupil's strengths in other related areas;
 - (8) Guidance counselor/psychologist review as appropriate;
 - (9) Visual, auditory and/or medical examinations and data as appropriate;
 - (10) Examination of credit and curriculum performance;
 - (11) Examination of pupil proficiencies in other areas; and
 - (12) Examination of pupil proficiencies for pupils with limited English proficiency who enter New Jersey Schools in grade nine or later in their native language.



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g. Twelfth Grade Alternative High School Assessment (AHSA)

(1) This is designed for students who have met other graduation requirements (attendance, curriculum, etc.) but repeatedly fail the HSPA.

(2) Under this clause, students have the opportunity to take an alternative assessment to meet graduation requirements.

B. Course Proficiency

1. The following are the curriculum requirements for graduation from high school with a state-endorsed diploma:

Subject Area	Required Credits
English	At least 20 credits
Social Studies US History World History	At least 10 credits for US History At least 5 credits for World History
Mathematics ¹	At least 15 credits
Science ²	At least 15 credits
World Languages	At least 5 credits
Physical Education, Health and Safety	At least 5 credits for each year of enrollment
Visual and Performing Arts	At least 5 credits
21st Century Life and Careers Education (Practical Arts)	At least 5 credits
Financial Literacy ³	At least 2.5 credits
Computer Applications ⁴	At least 5 credits or At least 2.5 credits
Total Minimum Credits Required	120

¹ **Mathematics:** Fifteen (15) credits including at least five (5) credits in Algebra I, five (5) additional credits in Geometry beginning with the Class of 2014, and an additional five (5) credits in a math course which builds upon Algebra I and Geometry beginning with the class of 2016.



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² **Science:** Fifteen (15) credits including at least five (5) credits in laboratory biology/life science or the content equivalent, at least five (5) additional credits in a laboratory/inquiry-based science course which shall include chemistry, environmental science, or physics beginning with the class of 2014, and at least five (5) additional credits in a lab/inquiry-based science course beginning with the class of 2016.

³ **Financial Literacy:** Beginning with the Class of 2014.

⁴ **Computer Applications:** The five (5) credit requirement ends with the class of 2013 and the two and a half (2.5) credit requirement begins with the Class of 2014.

2. Students must demonstrate proficiency in these areas. These expectations will be clearly set forth in core course proficiencies and be provided to the student in writing before taking any course required for graduation and a copy will be forwarded to the parent or legal guardian upon request. Additionally, students will be advised of all alternatives for fulfilling curriculum requirements before they plan each year's schedule.
3. Pupils achieving below the district-established standards must enroll in compensatory reading and/or math classes.
4. Classified special education students must meet all state and local graduation requirements unless exempted in their Individualized Education Program (IEP). The IEP must specifically address state and local requirements. In these cases, fulfillment of the IEP requirements would qualify the handicapped student for a state endorsed high school diploma.

C. Attendance

Pupils are expected to be in attendance on all days that school is in session. The interruption of the instructional process caused by frequent and/or repeated absence or lateness is a major concern of all involved. It is with this concern in mind that the following regulations are established:



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1. General Requirements

In addition to fulfilling academic requirements in order to pass a course, the pupil must:

- a. Satisfy minimum attendance requirements,
- b. Not exceed unexcused absence requirements.

2. Minimum Attendance Requirements

A minimum number of days in attendance must be met in order to receive a passing grade in a course. If the student exceeds the following number of absences, whether excused or unexcused, the requirements for a passing grade have not been met.

- a. Full year course 20 absences.
- b. Half year course 10 absences.
- c. Quarter year course 5 absences.

D. Definitions

1. Attendance-the presence of a pupil in school, or the participation of a pupil in a school sanctioned activity.
2. Absence-the non-attendance of a student enrolled in the school district.
3. "Excused absence" is a pupil's absence from school for a full day or a portion of a day for one or more of the following reasons:
 - a. The pupil's illness,
 - b. The pupil has uncoverable and/or uncovered weeping skin lesion(s), whether or not the pupil has been screened for HIV. No pupil may attend or visit school if he or she has an uncoverable and/or uncovered weeping skin lesion,
 - c. A death or critical illness in the pupil's immediate family,



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- d. Quarantine,
 - e. Observance of the pupil's religion on a day approved for that purpose by the State Board of Education,
 - f. The pupil's suspension from school,
 - g. The pupil's required attendance in court,
 - h. Interviews with a prospective employer or with an admissions officer of an institution of higher education,
 - i. Examination for a driver's license, and
 - j. Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day.
4. "Truancy" is a pupil's absence from all or a part of the school day without the knowledge of the pupil's parent or legal guardian. A pupil will also be considered truant if he or she:
- a. Leaves school at lunch time without a pass,
 - b. Leaves school without permission when school is still in session,
 - c. Leaves class because of illness and does not report to the school nurse as directed, or
 - d. Is present in school but is absent from class without approval. Such truancy from class is a "class cut".
5. "Unexcused absence" is a pupil's absence for all or part of a school day for any reason other than those listed in A2 above.
- a. Absence is expressly not excused for any of the following purposes (this list is intended to be illustrative and is not inclusive):
 - (1) Employment other than school-approved work assignments,



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- (2) Family travel,
 - (3) Performance of household or baby-sitting duties, and
 - (4) Hunting.
- b. Instances of tardiness in the number established by Policy No. 5200 will constitute a single unexcused absence.

Absence is defined as neither being present in the classroom nor in attendance at any school sponsored activity.

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