

# **LEBANON SCHOOL DISTRICT**

POLICY: 217

SECTION: PUPILS

TITLE: GRADUATION REQUIREMENTS

ADOPTED: July 18, 1994

REVISED: July 17, 1995

March 18, 2002

April 19, 2004

January 16, 2006

December 1, 2008

November 18, 2013

July 16, 2018

## **217. GRADUATION REQUIREMENTS**

### **Purpose**

It shall be the policy of the Board to acknowledge each student's successful completion of the instructional program appropriate to the student's interests and needs by the award of a diploma or certificate at fitting graduation ceremonies.<sup>1</sup>

### **Authority**

The Board shall adopt the graduation requirements students must achieve in accordance with state regulations.<sup>2</sup>

The Board shall award a regular high school diploma to every student enrolled in this district who meets the requirements of graduation established by this Board.<sup>3</sup>

A student who has completed the requirements for graduation shall not be denied a diploma as a disciplinary measure, but the student may be denied participation in the graduation ceremony when personal conduct so warrants. Such exclusion shall be regarded as a school suspension. Students who have failed to meet notices of obligation prior to the first full day of commencement exercises will be denied participation in the graduation ceremony.

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<sup>1</sup> 24 P.S. 1613.

<sup>2</sup> 22 Pa. Code. 4.24; 4.51-4.52.

<sup>3</sup> 24 P.S. 1611; 1613; 22 Pa. Code. 4.13; 4.24.

## **Delegation of Responsibility**

The Superintendent or designee shall be responsible for ensuring the following:

1. Publication and distribution of graduation requirements to students and parents/guardians.<sup>4</sup>
2. Counseling of students regarding expectations of graduation requirements.<sup>5</sup>
3. Assessment of individual student attainment of academic standards to ensure the student's progress toward achievement of graduation requirements.<sup>6</sup>
4. Accurate recording and reporting of each student's progress and accumulation of graduation requirements.
5. Provision of assistance to those students having difficulty attaining the academic standards.<sup>7</sup>
6. Development of a list of individuals who qualify for the award of a diploma.
7. Planning and executing graduation ceremonies that appropriately recognize this important achievement.

## **Guidelines**

### Credits

The requirement for graduation shall be the completion of work and studies representing the instructional program assigned to grades nine (9) through twelve (12).

Credits may be earned in any manner consistent with regulations of the State Board of Education and approved by the principal and the Superintendent. Credit shall be granted for successfully completing a planned course.

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<sup>4</sup> 22 Pa. Code. 4.24.

<sup>5</sup> 22 Pa. Code. 4.24;4.51-.52; 22 Pa. Code. 11.27.

<sup>6</sup> 22 Pa. Code. 4.24;4.51-.52; 22 Pa. Code. 11.27.

<sup>7</sup> 22 Pa. Code. 4.24.

Satisfactory completion of a course shall be determined by the student's final average mark in the subject. Students must also pass the Keystone Exams, where applicable, or any approved alternative in order to graduate. The final average mark shall be outlined in Policy No. 213.

In order to graduate from Lebanon High School, a student shall accumulate twenty-six (26) credits and fulfill all obligations. Accommodations are made for those students enrolled in college courses, job training or internship, or other programs at the discretion of the principal. In addition to the required coursework and successful completion of the Keystone Exams, or any approved alternative, students must develop and present a school-to-career transition plan and participate in career-based experiences, to fulfill their graduation requirements.

Students will be required to pass the following minimum courses:

Academic Preparation:

English .....	4 credits
Mathematics.....	3 credits
Science.....	3 credits
Social Studies.....	3 credits
Health .....	1 credit
Physical Education*** .....	2 credits
Humanities* .....	2 credits
Computer Technology.....	.5 credit
Electives including required career-based experiences .....	7.5 credits

Upon good cause timely shown, students may be exempted from the requirement for the development of a school-to-career transition plan and/or participation in career-based experiences, at the discretion of the High School Principal. Prior to commencement, the High School Principal shall notify the District Superintendent in writing of all proposed exemptions for specific students. The high school administration shall develop guidelines for the school-to-career transition plan, the career-based experiences and the discretionary exemption provisions of this Graduation Requirements policy.

\*One-half (.5) credit must be in a required humanities course; additional credits may be from the following: an art course, a music course, a foreign world language course, an additional English core or elective course, or a Community-Based Experience. In the event that a student wishes to take an additional course in one of these disciplines and may not be able to take

the humanities course due to a scheduling conflict, the humanities requirements may be waived at the discretion of the high school administration.

\*\*\*Students can be excused from participation in their last physical education course by the successful completion of an interscholastic athletic activity, show choir, or successfully completes the marching band season during their junior or senior year. Students selecting this alternative must substitute a course for credit in lieu of the physical education course not taken.

### Promotion/Accumulation of Credits

In order to be promoted from one grade to another, a student must accumulate the minimum number of credits as indicated:

Grade 9 to 10	3.5
Grade 10 to 11	11
Grade 11 to 12	18.5
Grade 12 to Graduate	26

### Early Graduation

Provided they have demonstrated mastery of all required academic standards substantiated by successful completion of Keystone Exams (or any approved alternative), students may, upon written request from their parents or guardian, and in accordance with the provisions of this policy, be considered for and graduate from Lebanon High School after the completion of three years of our four-year senior high school, provided:

1. They have developed a school-to-career transition plan that includes specific goals and associate actions necessary to assure a realistic plan.
2. The student has completed his/her prescribed academic courses that are aligned with their stated career goal and consistent with the school-to-career transition plan; and has achieved proficiency on required Pennsylvania assessments or any approved alternative.

3. In order to be approved for early graduation, a student must meet one of the following criteria: a) acceptance from a recognized and accredited college or institution of higher learning, (b) acceptance into the military, c) secured a job offer that is directly related to his/her career goals d) any hardship case as approved by the high school principal.

The above qualifications, plus written evaluations by the student's major subject teachers shall be reviewed by a committee appointed by the principal. This committee shall review the student's request and make a written recommendation to the Superintendent for or opposed to early graduation. The Superintendent shall evaluate the committee's recommendation, and, if positive and the Superintendent concurs, forward the recommendation to the Board for approval. The Board's approval, if granted shall be recorded in the official minutes of the Board meeting.

### Students With Disabilities

The Board shall permit a student with a disability, whose Individualized Education Program (IEP) prescribes continued educational services, to participate in commencement ceremonies with his/her graduating class and receive a certificate of attendance, provided that the student has attended four (4) years of high school. The Board shall issue a high school diploma to each student with a disability who completes the graduation requirements established by the Board or the goals established in the student's IEP, as determined by the student's IEP team.<sup>8</sup>

A student may only participate in one (1) graduation ceremony during his/her academic career.

### Part-Time Students

A student may qualify for graduation by attending a district school part-time when lawfully employed part-time or when officially enrolled part-time in a postsecondary institution.<sup>9</sup>

### Full-Time Postsecondary Students

The fourth year of high school shall not be required for graduation if a student has completed all requirements for graduation and attends a postsecondary institution as a full-time student.<sup>10</sup>

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<sup>8</sup> 24 P.S. 1614; 24 Pa. Code. 4.12; 4.24; 11.24; 34 CFR 300.102, 300.305.

<sup>9</sup> 22 Pa. Code. 11.5; 11.8.

## Eligible Veterans

In order to honor and recognize honorably discharged eligible veterans who left high school prior to graduation to serve in World War II, the Korean War or the Vietnam War, the Board shall grant a diploma to a veteran who meets the applicable requirements of law and completes the required application.<sup>11</sup>

Upon proper application, the Board may award a diploma posthumously to a veteran who meets the stated requirements.

The Superintendent shall submit to the Board for its approval the names of veterans of World War II, the Korean War, and the Vietnam War who are eligible for a high school diploma.

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<sup>10</sup> 22 Pa. Code. 11.4; 11.8.

<sup>11</sup> 24 P.S. 1611.