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## EXPLANATION: GRADUATION REQUIREMENTS

MSBA has revised this policy for clarity, added additional headings to improve readability and added legal references within the body of the document to assist districts in understanding their legal responsibilities.

In response to Senate Bill 603 (2018), the Department of Elementary and Secondary Education (DESE) has renamed the Missouri Virtual Instruction Program (MoVIP) to the Missouri Course Access Program (MOCAP). By law, districts are required to recognize credits earned through MOCAP. This policy has been amended accordingly.

In addition, MSBA is revising this policy in response to the newest version of "Graduation Requirements for Students in Missouri Public Schools" issued by DESE in May of 2018. A copy of that document may be obtained at:

[https://dese.mo.gov/sites/default/files/Graduation\\_Handbook.pdf](https://dese.mo.gov/sites/default/files/Graduation_Handbook.pdf).

*MSBA recommends that copies of this document be routed to the following areas because the content is of particular importance to them. The titles on this list may not match those used by the district. Please forward copies to the district equivalent of the title indicated.*

X	Board Secretary		Business Office		Coaches/Sponsors
	Facility Maintenance		Food Service		Gifted
	Human Resources	X	Principals		Library/Media Center
	Health Services	X	Counselor		Special Education
	Transportation	X	Public Info/Communications	X	Technology

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## GRADUATION REQUIREMENTS

The Board of Education for the Raytown C-2 School District establishes the following graduation policy and instructs the administration to develop all necessary procedures for proper implementation requirements as a condition of receiving a diploma. The superintendent or designee will regularly communicate these requirements to students and parents/guardians and recommend modifications to the Board when necessary.

### Requirements

A student must meet the following requirements in order to graduate from the Raytown C-2 School District, unless otherwise exempted. The student must:

1. Complete a total of 25 credits, including credits required by the State Board of Education.
2. Pass proficiency exams concerning examinations on the provisions and principles of American history, American institutions, American civics, and the Missouri and U.S. Constitutions. (§§ 170.011, .345, RSMo.)
3. Successfully complete a course of instruction of at least one semester in length on the institutions, branches and functions of the government of the state of Missouri, including local governments, the U.S. government and the electoral process. (§ 170.011, RSMo.)
4. Have earned credit in the Raytown C-2 School District's educational program between the ninth and twelfth grades.
5. Have received 30 minutes of cardiopulmonary resuscitation (CPR) instruction and training in the proper performance of the Heimlich maneuver or other first aid for choking. (§ 170.310, RSMo.)

### Exceptions

1. Graduation requirements for a student with a disability receiving special education services pursuant to the Individuals with Disabilities Education Act (IDEA) may be determined according to the student's individualized education program (IEP). Any specific graduation requirement may be waived if recommended by the student's IEP team. (DESE Graduation Guidance)
2. Students transferring from another accredited Missouri school as a junior or senior who cannot reasonably complete the district's requirements may be permitted to graduate based on the successful completion of a program of studies that would have met the graduation

requirements at the school formerly attended, including the requirements of (2) and (3) above.

3. The district will waive the requirement to pass ~~proficiency exams concerning~~ **examinations on the provisions and principles of** American history, American institutions and the Missouri and U.S. Constitutions for students who transfer from ~~another state~~ **a school outside Missouri** if they can document the successful completion of a course of instruction in the institutions, branches and functions of state government, including local governments, the U.S. government and the electoral process. Such instruction must have been completed in grades nine through twelve. **Students must still complete the state American civics and CPR requirements. (§ 170.011, RSMo., DESE Graduation Guidance)**
4. Students who transfer from another state or country or an unaccredited private, public or home school and who are placed in the ninth grade will be required to meet all established graduation requirements. If such a student is placed in the tenth grade or higher, the district will work with the student and the parents/guardians to develop a program of studies that will result in graduation if successfully completed.
5. Graduation requirements for foster care students will be modified or waived in accordance with law and Board policy IGBE. **(§ 160.1990, RSMo.)**
6. **Students in the household of an active duty member of the military, including students in the household of certain veterans who are deceased or injured as defined by law, who transfer to the district may have graduation requirements modified or waived in accordance with law. (§ 160.2000, RSMo.)**
6. Eligible students who successfully complete the Missouri Option Program will be awarded a high school diploma. **(5 C.S.R. 20-500.330)**

#### **Earning Credit, Substituting Credit and Alternatives**

1. The superintendent or designee is directed to assign credit values for courses offered by or through the school district and to develop formulas and procedures for awarding credit to transfer students who transfer from a district that uses a different standard for awarding credit.
2. The Raytown C-2 School District recognizes units of credit obtained through accredited schools and school districts, including credits earned through ~~correspondence courses or courses delivered primarily through electronic media, such as satellite video, cable video or computer-driven or~~ online courses. For the purposes of this policy, an "accredited school" is **a Missouri public school, a Missouri charter school, the Missouri Virtual Instruction Course**

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- Access** Program (MoVIP/MOCAP); a private agency where students with disabilities are placed by a public school; or any school or school district accredited by DESE/the Missouri State Board of Education, AdvancED, or the Independent Schools Association of the Central States (ISACS) or the University of Missouri Committee on Accredited Schools (CAS). If a school or school district is located in another state or country, that school or school district must be accredited by that state's or country's department of education, AdvancED, ISACS or the equivalent agencies/organizations. (§ 161.670, RSMo., DESE Graduation Guidance)
3. Credits earned in summer school programs and evening school programs will be applied toward graduation requirements. Course grades earned in these programs will be figured into the grade point average (GPA) for class rank and will be applied to credits earned as soon as the course is successfully completed.
  4. Students may earn advanced-standing credit by successfully completing high-school level courses prior to entering the ninth grade. Advanced-standing credit may be counted toward meeting all graduation requirements, including state minimum requirements. (DESE Graduation Guidance)
  5. The district may waive one unit of academic credit in English language arts, mathematics, science or social studies, whichever is most appropriate, for students who successfully complete an eligible three-unit career/technical program. Students must request this credit waiver prior to enrolling in the career/technical program for which the waiver is sought. Students must take the end-of-course exam required for any waived course. Unless otherwise waived by law, students who waive a social studies unit under this section are still required to complete a course of at least one semester in length on the institutions, branches and functions of the government of the state of Missouri, including local governments, and of the government of the United States and the electoral process. Students are also required to meet state requirements regarding American civics. (DESE Graduation Guidance)
  6. In addition to the waiver of credit above, a student may fulfill one unit of academic credit with a district-approved agriculture or career and technical education course for any English language arts, mathematics, science or social studies unit required for high school graduation in any combination up to fulfilling one requirement in each of the four subject areas. The substitution may not be made for courses that require an end-of-course statewide assessment. Unless otherwise waived by law, students who substitute certain courses with agricultural or career and technical courses waive a social studies unit under this section are still required to complete a course of study of at least one semester in length covering the institutions, branches and functions of the government of the state of Missouri, including local governments, and of the government of the United States and the electoral process. Students are also required to meet state requirements regarding American civics. (§ 170.017, RSMo.)

7. Students may earn credit for a subject that has been embedded into another subject-area course in accordance with guidelines established by DESE. (DESE Graduation Guidance)
8. The superintendent or designee may approve credit earned on a proficiency basis if a student is able to demonstrate mastery of the competencies for a particular course and if state requirements are met for a quality, competency-based credit system. (DESE Graduation Guidance)
9. Students may earn credit by other means as approved by the Board and in accordance with law.

### **Diplomas and Certificates**

Students who complete the district's graduation requirements or are otherwise entitled to a diploma in accordance with law and district policy will receive a district diploma.

~~Students will be awarded a diploma or a certificate of attendance in accordance with this policy and as permitted by law.~~

~~A student in the household of an active duty member of the military, including some veterans who are deceased or injured as defined by law, who transfers to the Raytown C-2 School District from another state at the beginning of or during his or her senior year who will not meet the graduation requirements of the Raytown C-2 School District by the end of the senior year will receive a diploma from the sending school district if the student is able to meet the graduation requirements of the sending district. Representatives from the Raytown C-2 School District and the sending district will work with the student to facilitate this alternative. If the sending district refuses to cooperate, the Raytown C-2 School District will use best efforts to allow the student to graduate by the end of the senior year.~~

~~Foster care students will be awarded a diploma in accordance with law and Board policy IGBE.~~

~~Students who complete the district's graduation requirements while under the jurisdiction of the juvenile court will be awarded a high school diploma even if the student completes the requirements in a different school district.~~

### ***District Diploma for Coursework Completed in Other Districts***

In accordance with law and DESE guidance, the district may be required to issue a diploma to students who did not complete their education in the district but who graduated based on the district's graduation requirements. Such circumstances include, but are not limited to, situations where a foster student transfers from the district to another school or district or a student in the household

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of an active duty member of the military transfers to another district, in accordance with law. (§§ 160.1990, .2000, 167.019, RSMo.)

## ***Diplomas from Other Districts***

Students in the household of an active duty member of the military, including students in the household of certain veterans who are deceased or injured as defined by law, who transfer to the district at the beginning of or during their senior year and who will not meet the graduation requirements of the district by the end of the senior year may receive a diploma from the school district they are transferring from if they are able to meet the graduation requirements of that district. (§ 160.2000, RSMo.)

Foster care students who enroll in the district at the beginning of or during their senior year who cannot meet the district's graduation requirements by the end of the senior year, even after all alternatives have been considered, may receive a diploma from the previous school attended if they are eligible to receive a diploma from the previous school. (§ 160.1990, RSMo.)

## ***Certificate of Attendance***

Students with disabilities who reach age 21 or otherwise terminate their education and who have met the district's attendance requirements but have not completed the requirements for graduation may receive a certificate of attendance as directed by the student's IEP team. (DESE Graduation Guidance)

## ***Career and Technical Education Certificate***

In addition to receiving their graduation diploma, students may earn a career and technical education certificate (CTE) if they meet the standards created by the State Board of Education. (§ 170.029, RSMo.)

## ***Seal of Biliteracy***

The district may award a Missouri Seal of Biliteracy to students who have attained proficiency in English and at least one other language before high school graduation in accordance with rules established by DESE.

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*Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.*

Adopted: 08/13/2007

Revised: 07/13/2009; 12/13/2010; 09/09/2013; 10/09/2017; 04/09/2018;

Cross Refs: JECC, Assignment of Students to Grade Levels/Classes

MSIP Refs: R-3R-3

Legal Refs: §§ 160.1990, .2000, 161.670, 167.019, 170.011, .017, .029, .310, .345, 171.171,  
RSMo.  
5 C.S.R. 20-100.190  
5 C.S.R. 20-100.230  
5 C.S.R. 20-500.330

Raytown C-2 School District, Raytown, Missouri