

REFERENCE COPY

FILE: IKF
Critical

EXPLANATION: GRADUATION REQUIREMENTS

MSBA has amended number three of the "Exceptions" section of this policy to reflect changes to the current Department of Elementary and Secondary Education (DESE) Graduation Handbook. The DESE guidelines require all students to take the civics examination with no exceptions. Previously, there was some confusion as to whether students who transferred in from an out-of-state school could waive the civics exam requirement. No student may waive the exam.

<i>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.</i>			
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		Public Info/Communications	Technology

FILE: IKF
Critical

REFERENCE COPY

REFERENCE COPY

FILE: IKF
Critical

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

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 American history, American institutions, American civics, and the Missouri and U.S. Constitutions.
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.
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.

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).
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 American history, American institutions, ~~American civics~~, and the Missouri and U.S. Constitutions for students who transfer from another state 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.

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.
6. Eligible students who successfully complete the Missouri Option Program will be awarded a high school diploma.

Earning Credit

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 the Missouri Virtual Instruction Program (MoVIP); a private agency where students with disabilities are placed by a public school; or any school or school district accredited by DESE, AdvancED, 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.
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.

REFERENCE COPY

FILE: IKF
Critical

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.
5. The district may waive one unit of academic credit in English language arts, math, 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.
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 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.
7. Students may earn credit for a subject that has been embedded into another subject-area course in accordance with guidelines established by DESE.
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.
9. Students may earn credit by other means as approved by the Board and in accordance with law.

Diplomas

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

FILE: IKF
Critical

REFERENCE COPY

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.

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.

* * * * *

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;

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

MSIP Refs: R.3

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

Raytown C-2 School District, Raytown, Missouri