217. GRADUATION REQUIREMENTS

1. Purpose

The Board will acknowledge each student's successful completion of the instructional program appropriate to the student's interests and needs by awarding a diploma at graduation ceremonies.

2. Authority

The Board shall adopt the graduation requirements students must achieve, which shall include course completion and grades, and proficiency on district and state assessments.

The Board shall award a regular high school diploma to every student enrolled in this district who meets the requirements of graduation established by the Pennsylvania Department of Education, as well as those established by the Spring-Ford Area School District Board of Directors.

The Board may permit an identified student with a disability to participate in graduation ceremonies with his/her graduating class, even though the student will not be granted a diploma and will continue to receive educational services.

A requirement for graduation shall be the completion of work and studies representing the instructional program assigned to grades 9 through 12. Credits toward graduation can only be earned when a student is in grade 9 through 12. High School courses taken by students in grades below 9th grade shall not count toward graduation requirements.

The Board requires that each candidate for graduation shall have earned at least twenty-two (22) credits and demonstrate proficiency on district and state assessments to receive a diploma and be involved in the commencement ceremony.
3. Delegation of Responsibility

The Superintendent or designee shall be responsible for planning and executing graduation ceremonies that appropriately recognize this important achievement.

4. Guidelines
   Pol. 213, 216

Accurate recording of each student’s achievement of academic standards shall be maintained, as required by law and state regulations.

Students shall be informed of graduation requirements and the amount of credits they are required to complete.

Pol. 212

Periodic warnings shall be issued to students in danger of not fulfilling graduation requirements. Written notification shall be sent to parents/legal guardians of students in danger of not fulfilling graduation requirements at the end of the student’s junior year and at the conclusion of the second and third marking periods of the student’s senior year.

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.

Title 22
Sec. 11.4, 11.8

The fourth year of high school shall not be required if the student has been accepted by an accredited institution of higher learning and has completed all requirements for graduation.

**Early Graduation**

Students requesting early graduation must submit a written request executed by their parent/guardian to do so through their high school counselor, who shall confer with the student and parent prior to recommending the request for approval by the high school principal, Superintendent and Board.

Students desiring to graduate early must:

1) Request permission for early graduation by June 1<sup>st</sup> of his/her sophomore year (10<sup>th</sup> grade),

2) Have attended Spring-Ford Area School District for one (1) complete school year, and

3) Have a cumulative GPA of ninety-five percent (95%) or higher.

By June 1<sup>st</sup> of his/her sophomore year, the student will submit a plan detailing the manner in which all graduation requirements (twenty-two (22) credits and proficiency on district and state assessments) will be satisfied. By June 30<sup>th</sup>, the Superintendent or designee will respond to the student and parent(s)/guardian(s) regarding approval/denial of the submitted plan.
Each course taken offsite and/or on-line needs to be separately approved using the Course Advancement Approval Process to ensure that the course meets the expectation of the Spring-Ford Area School District and graduation requirements. Courses taken offsite and/or on-line are not calculated toward GPA and/or honor roll.

**Early College Admissions – Seniors Only**

Students requesting participation in an early college admissions program must submit a written request executed by their parent/guardian to their child’s high school guidance counselor, who shall confer with the student and parent/guardian prior to recommending the request for approval by the high school principal, Superintendent and Board. Application for early college admission must be submitted by June 1st of their junior year.

Students who request permission for early admissions application must have completed the 11th grade and have a cumulative GPA of ninety percent (90%) or higher, and have been in attendance in the Spring-Ford Area School District for one (1) complete school year.

The student must maintain a C average in his/her freshman year of college work and must be considered a full-time student before the school district will approve a request for a Spring-Ford diploma. Credits presented for the diploma must include all courses mandated by the State Board of Education regulations which have not been completed prior to college entrance.

It shall be the obligation of the student to maintain communication with the home school before leaving for college in September and between semesters to finalize details of graduation and for information concerning student activities.

**Dual Enrollment**

Students currently enrolled in the eleventh (11th) or twelfth (12th) grade may enroll in Dual (credit) Enrollment course options subject to the restrictions noted in the established guidelines. To remain eligible for continued enrollment, students must maintain a 70% average; and must conform to the State Board of Education curriculum regulations for dual high school and college enrollment. All dual enrollment students will be subject to the following guidelines:

**Part-Time Dual Enrollment**

- Dual credit classes may count only toward elective graduation requirements.
- Any dual credit student carrying over 7.0 credits will not have their second semester dual credit course calculated in their GPA.
All students must register for dual enrollment courses through their Spring-Ford Senior High School counselor.

Dual enrollment placement tests determine math course selection, however if a similar course has previously been completed and credit awarded, a student will not receive additional Spring-Ford credit.

Only seniors who take dual credit classes are eligible for open campus. Open campus allows senior students to arrive late or leave early on the days/semester the dual credit class does not meet.

If previously scheduled, students are not permitted to drop a spring semester dual credit class.

Senior Final Exam Exemption does not apply for these college classes.

On a case-by-case basis and with pre-approval by the student’s house principal, college courses may be substituted for graduation requirements imposed by the school district.

**Full-Time Dual Enrollment**

- All students must register for dual enrollment courses through their Spring-Ford Senior High School counselor.
- Any junior enrolling as a full-time dual enrollment student must take at least three (3) credit courses in their first semester and four 3-credit courses each semester following and be on track to meet the Spring-Ford graduation requirements.
- Any senior enrolling as a full-time dual enrollment student is required to take three 3-credit courses both semesters and must remain on track to meet Spring-Ford graduation requirements. Note that English, math, science, and social studies are required and must align with Spring-Ford Senior High School course offerings (approved via the student’s counselor).
- Participation in PIAA requires students to be enrolled in four (4) courses per semester and passing each course with at least a 70% average.
- All full-time dual enrollment students must have scored proficient or advanced on all required Keystone end-of-course exams.
- All dual enrollment courses must be approved by the student’s guidance counselor one semester in advance.
- Any course taken to replace a Spring-Ford required course must be approved prior to the last day of the previous school year, i.e. English Comp 101, American National Government 124, Health and PE.

- All dual enrollment health courses will equal .40 Spring-Ford Senior High School credit.

- All dual enrollment Physical Education courses will equal .40 Spring-Ford Senior High School credit.

- All dual enrollment (3 or more) credit courses will receive one (1) Spring-Ford High School credit.

- Full-time dual enrollment students are recommended to meet with their counselor once a semester.

- Students may not take winter session (condensed) courses for Spring-Ford Senior High School credit.

- Any dual credit student carrying over 7.0 credits will not have their second semester dual credit course calculated in their GPA.

- Dual enrollment placement tests determine math course selection, however if a similar course has previously been completed and credit awarded, a student will not receive additional Spring-Ford credit.

- Students are responsible for checking that all prerequisite requirements have been met before registering for a course.

- Senior Final Exam Exemption does not apply for these college classes.

- Students participating in full-time dual enrollment are not eligible to be considered for commencement speaker.

### DIPLOMAS FOR ELIGIBLE VETERANS

**Veterans of World War II**

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In order to recognize and honor veterans who left high school prior to graduation to serve in World War II, the Board shall grant a diploma to a veteran who completes the required application and meets the following requirements:

1. Was honorably discharged from the Armed Forces of the United States of America.
2. Served in the United States military between September 16, 1940 and December 31, 1946.

3. Attended high school between 1937 and 1946 and would have been a member of a graduation class during the years 1941 through 1950 but did not graduate due to entry into military service.

**Veterans of Korean War**

SC 1611

In order to recognize and honor veterans who left high school prior to graduation to serve in Korean War, the Board shall grant a diploma to a veteran who completes the required application and meets the following requirements:

1. Was honorably discharged from the Armed Forces of the United States of America.


3. Attended high school between 1947 and 1955 and would have been a member of a graduation class during the years 1951 through 1957 but did not graduate from high school due to entry into military service.

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 eligible for a high school diploma.

**References:**

- School Code – 24 P.S. Sec. 1611, 1613, 1614

- State Board of Education Regulations – 22 PA Code Sec. 4.12, 4.24, 4.51, 4.52, 11.4, 11.5, 11.8, 11.27

- Individuals With Disabilities Education Act, Title 34, Code of Federal Regulations – 34 CFR Part 300

- Board Policy – 102, 113, 127, 212, 213, 214, 216, 233