

**SCHOOL POLICIES  
INDEPENDENT SCHOOL DISTRICT 16**

<b>POLICY</b>	613	<b>Page:</b> 1 of 5
<b>SERIES</b>	600	Educational Program
<b>SUBJECT</b>	613	Graduation Requirements
<b>Adopted</b>		April 24, 2001
<b>Revised</b>		

**I. PURPOSE**

The purpose of this policy is to set forth requirements for graduation from the school district.

**II. GENERAL STATEMENT OF POLICY**

It is the policy of the school district that all students must pass the Minnesota Graduation Basic Standards tests in Reading, Mathematics, and Written Composition as per state requirements and must complete all required content standards, as established by the School Board, in order to graduate.

**III. DEFINITIONS**

- A. "Department" means the Department of Children, Families and Learning.
- B. "State test" means a test established and maintained by the Department.
- C. "Unit" means a unit measuring education achievement based on successfully completing the requirements of a given course of study.
- D. "Section 504 Accommodation" means the defined appropriate accommodations or modifications that must be made in the school environment to address the needs of an individual student with disabilities.
- E. "Individualized Education Plan," or "IEP," means a written statement developed for a student eligible by law for special education and services.
- F. "Limited English Proficient" or "LEP" students means individuals whose first language is not English and whose test performance may be negatively impacted by lack of English language proficiency.

**IV. TEST ADMINISTRATOR**

The Superintendent or designee shall be named the school district test administrator. Said person shall be in charge of all test procedures and shall bring recommendations to the School Board annually for approval.

## V. REQUIREMENTS

- A. All students must pass the Minnesota Graduation Basic Standards tests in Reading, Mathematics, and Written Composition as per state requirements in order to graduate;
- B. All students must complete all preparatory and high school content standards as per school site or state requirements; and
- C. All students must successfully engage in an appropriate number of standards. A student must:
  - 1. Complete the required number of measured Units in grades 9 - 12. Twenty-four total Units are required. These must include:

*[NOTE: The school district should list in this space all graduation credit requirements. In devising these credit requirements, school districts are not required to adopt specific provisions of the federal Goals 2000 program and federal school-to-work programs as state graduation standards. By August 15 of each year, school districts are required to determine the number of preparatory and high school content standards that each school site requires students to complete, including the number of high school content standards students must complete to graduate.]*

<u>Learning Area</u>	<u>Total Number of standards required of students in Learning Area</u>
Read, Listen, View	1
Write and Speak	2
Arts and Literature	2
Mathematical Concepts and Applications	3
Inquiry and Research	2
Scientific Concepts and Applications	2
Social Studies	4
Physical Education and Lifetime Fitness	3
Economics and Business	2
World Languages	0
Electives	<u>3</u>
Total Required	24

*District 16 Credit Requirements: In addition to the 24 standards required for graduation by the State of Minnesota (21 required high school standards and three elective standards), the following 69 trimester credits in grades 9-12 are required for graduation:*

<u>Learning Area</u>	<u>Number of Credits Required</u>
English	12
Social Studies	11
Science	6
Math	6
Career Investigation	1
Physical Education	5
Health	2
Electives	26

*The school district may establish more than one content standard in a single course consistent with Minnesota Statutes Section 120B.02 paragraph (f), develop a system allowing students to meet a content standard through different subject areas, and determine what grade levels a content standard may be completed. This determination must be made by a majority vote of the licensed teachers and administrators at the school site, voting jointly, and by a majority vote of the School Board. In the event the school site and School Board are unable to agree on the preparatory or high school content standards required for students, students at the school site must complete the state-required content standards.]*

or

2. Have met the requirements of an IEP.

or

3. Have met the requirements of the Spring Lake Park Alternative Learning Center.

## **VI. EARLY GRADUATION**

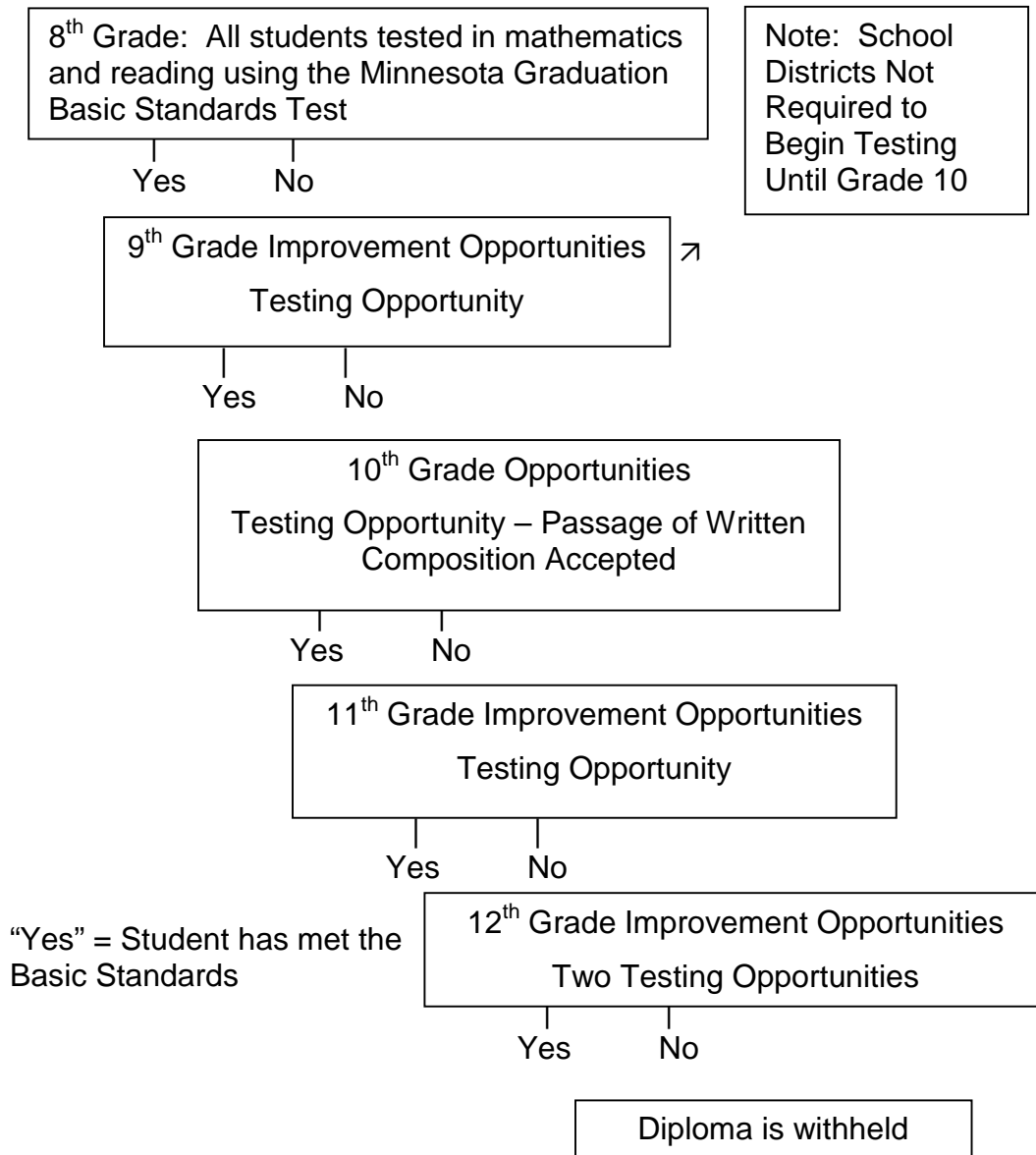
Students may be considered for early graduation, as provided for within Minnesota Statutes, Section 120B.07 upon meeting the following conditions:

1. All course and credit requirements must be met;
2. The principal or designee shall conduct an interview with the student and parent or guardian, familiarize the parties with opportunities available in post-secondary education, and arrive at a timely decision; and
3. The principal's decision shall be in writing and may be subject to review by the Superintendent and School Board.

**Legal References:** Minn. Stat. §120B.031 (Implementing the Profile of Learning)  
Minn. Stat. §120B.07 (Early Graduation)  
Minn. Stat. § 120B.11 (School District Process)  
Minn. Rule Parts 3501.0010 - 3501.0180 (Rules Relating to Graduation Standards -  
Mathematics and Reading)  
Minn. Rule Parts 3501.0200 - 3501.0290 (Rules Relating to Graduation Standards -  
Written Composition)  
Minn. Rule Parts 3501.0300 - 3501.0469 (Rules Relating to Graduation Standards -  
Profiles of Learning)

**Cross References:** Policy 104 (School District Mission Statement)  
Policy 601 (School District Curriculum and Instruction Goals)  
Policy 614 (School District Testing Plan and Procedure)  
Policy 615 (Basic Standards Testing, Accommodations, Modifications, and Exemptions  
for IEP, Section 504 Accommodations and LEP Students)  
Policy 616 (School District System Accountability)

**SAMPLE  
MATHEMATICS, READING AND WRITTEN COMPOSITION REQUIREMENTS  
(FLOW CHART)**



Note: School Districts Not Required to Begin Testing Until Grade 10

SCHOOL DISTRICT NOTIFICATION OF PARENTS	
Grade 8	Basic Standards procedures mailed to all grade 8 households
End of Grade 8	Letter mailed home notifying parents of Basic Standards status, including opportunities for improvement and next scheduled testing opportunity
Quarterly Report Cards Grades 9-12	Status of Basic Standards testing detailed as Pass/State, Pass Individual, Pass/Translation, or Exempt
Grade 12	Letter mailed home notifying parents of 18-year old students who have not met the Basic Standards. Informs them of the school district's intention to withhold a diploma and how an appeal of this decision can be submitted.
<i>Policies have been established for students who are designated LEP as well as those who receive special services through an IEP or Section 504 Accommodation process.</i>	