

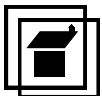
5460 HIGH SCHOOL GRADUATION (M)

The Somerset Hills Board of Education will recognize the successful completion of the secondary school instructional program by the award of a State-endorsed diploma certifying the pupil has met all State and local requirements for high school graduation. The Board will annually certify to the Executive County Superintendent each pupil who has been awarded a diploma has met the requirements for graduation.

A. High School Graduation Requirements

A graduating pupil must have earned a minimum of 121 credits in courses designed to meet all of the New Jersey Core Curriculum Content Standards including, but not limited to, the following credits:

1. At least twenty credits (four years) in language arts literacy (one English course in each year grade 9-12) aligned to grade nine through twelve standards, effective with the 2009-2010 grade nine class (English electives do not satisfy this requirement);
2. At least fifteen credits (three years) in mathematics, including Algebra I or the content equivalent (“content equivalent” is defined at N.J.A.C. 6A:8-1.3) effective with the 2008-2009 grade nine class, including geometry or the content equivalent effective with the 2010-2011 grade nine class, and including a third year of mathematics that builds on the concepts and skills of algebra and geometry and that prepares pupils for college and 21st century careers effective with the 2012-2013 grade nine class (math electives do not satisfy this requirement);
3. At least fifteen credits (three years) in social studies, including satisfaction of N.J.S.A. 18A:35-1 and 18A:35-2: five credits in world history, ten credits in United States history, and the integration of civics, economics, geography, and global content in all course offerings;
4. At least fifteen credits (three years) in science, including at least five credits in laboratory biology/life science or the content equivalent effective with the 2008-2009 grade nine class, including one additional laboratory/inquiry-based science course which shall include chemistry, environmental science, or physics effective with the 2010-2011 grade nine class, and including one additional laboratory/inquiry-based science course effective with 2012-2013 grade nine class;



5. At least three and three-quarters credits in health, safety, and physical education during each year of enrollment, distributed as one hundred fifty minutes per week, as required by N.J.S.A. 18A:35-5, 7 and 8;
6. At least five credits (one year) in visual and performing arts;
7. At least five credits (one year) in world languages or pupil demonstration of proficiency as set forth in N.J.A.C. 6A:8-5.1(a)2ii(2);
8. At least two and one-half credits (one semester) in financial, economic, business, and entrepreneurial literacy, effective with 2010-2011 grade nine class;
9. Technological literacy, consistent with the Core Curriculum Content Standards, integrated throughout the curriculum;
10. At least five credits (one year) in 21st century life and careers, or career-technical education, including two and one-half credits (one semester) of Technology and Research and another appropriate two and one-half credit elective; and
11. Electives as determined by the high school program sufficient to total a minimum of 121 credits.

Credit means the award for the equivalent of a class period of instruction which meets for a minimum of forty minutes, one time per week during the school year or as approved through N.J.A.C. 6A:8-5.1(a)2.

High school level courses taken prior to Grade 9 may be used to meet prerequisites or to advance levels. However, because graduation requirements may be met only by courses taken in Grades 9-12, high school level courses taken prior to Grade 9 are not included in the calculation, are not credit-bearing, and do not appear on the transcript.

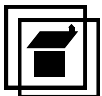
Transfer pupils must meet all State and local requirements in order to receive a Bernards High School diploma.



Option II, College or Enrichment Courses

The high school graduation credit requirement may be met in whole or in part through program completion of a range of experiences that enable pupils to pursue a variety of personalized learning opportunities, as follows:

1. The district shall establish a process to approve individualized pupil learning opportunities that meet or exceed the Core Curriculum Content Standards.
 - a. Individualized pupil learning opportunities in all Core Curriculum Content Standards areas include, but are not limited, to the following:
 - (1) Independent study;
 - (2) Online learning;
 - (3) Work-based programs, internships, apprenticeships;
 - (4) Study abroad programs;
 - (5) Pupil exchange programs;
 - (6) Service learning experiences; and
 - (7) Structured learning experiences.
 - b. Individualized pupil learning opportunities based upon specific instructional objectives aimed at meeting or exceeding the Core Curriculum Content Standards shall:
 - (1) Be based on pupil interest and career goals as reflected in the Personalized Pupil Learning Plans as they are phased in according to the schedule of implementation set forth at N.J.A.C. 6A:8-3.2(a)1;
 - (2) Include demonstration of pupil competency;
 - (3) Be certified for completion based on the district process adopted according to 2. below; and
 - (4) Be on file in the school district and subject to review by the Commissioner or his/her designee.
 - c. Group programs based upon specific instructional objectives aimed at meeting or exceeding the Core Curriculum Content Standards shall be permitted and shall be approved in the same manner as other approved courses.



- d. The Superintendent or a designee will inform the Board of Education of any proposed uses of Option II for physical education and will ensure that the Board has a clear understanding of its use. The Principal will be responsible for the development of the program's procedures as well as for its implementation.

(1) Students in grades 10-12 may receive credit and meet the requirements for physical education through participation in New Jersey State Interscholastic Athletic Association (NJSIAA) approved athletic activities or cheerleading offered at Bernards High School.

(2) Students in grades 10-12 may receive credit and meet the requirements for physical education through participation in an organized program for dance or athletics, provided that the program is not offered at Bernards High School, by submitting an Option II Waiver Request Form to the Principal. They must provide documentation of formal training that meets the required 150 minutes per week minimum as well as the Core Curriculum Content Standards. Documentation must be submitted on a quarterly basis.

(3) Students in grades 10-12 may receive credit and meet the requirements for physical education through participation in an outside athletic training program provided that their outside athletic training program prohibits them from participation in the same program at Bernards High School, by submitting an Option II Waiver Request Form to the Principal. They must provide documentation of formal training that meets the required 150 minutes per week minimum as well as the Core Curriculum Content Standards. Documentation must be submitted on a quarterly basis.

In addition, the Principal, with assistance from the Bernards High School Guidance and Physical Education Departments, will develop mechanisms to document student progress and will certify that each student has successfully completed the program. The Assistant Principal/Athletics will ensure that the Core Curriculum Content Standards and Progress Indicators in the area of physical education are shared with each athletic coach and that students,



through participation in NJSIAA activities or cheerleading, meet them. Each athletic coach will be responsible for keeping accurate attendance records and for ensuring that each participant fulfills the 150 minute per week state time requirement.

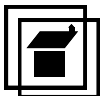
An Option II Waiver Documentation Form will be provided to students who have been granted an Option II waiver and their coaches will be required to document their progress and attendance and certify that each student has successfully completed the program by meeting all state and local requirements. The Assistant Principal/ Athletics will ensure that the Core Curriculum Content Standards and Progress Indicators in the area of physical education are clearly delineated on that form.

The Principal or designee will explain Option II for physical education annually and will require that students, teachers and coaches both employed and not employed by the district follow this policy and procedures for the implementation of Option II.

Students wishing to meet the Core Curriculum Content Standards through Option II for physical education credit must submit a form each marking period, by the due date, with the required signatures and agree to all procedures. The Principal or designee will review the application form and, if acceptable, grant approval. The approval will be for only that marking period or for rising seniors for their grade 12 year as long as they remain three season athletes.

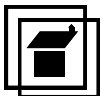
The grading procedure and attendance requirements under Option II will be the same as for students participating in regular physical education classes. If a student is sick, injured, or for good reason cannot participate in a practice or game, the student must present a note from a parent/guardian, school nurse, doctor, school athletic trainer, administrator, teacher, or coach. Failure to do so will result in an unexcused absence, which may lead to loss of credit or a reduction in the student's grade.

The Principal or designee will ensure that students with an IEP wishing to participate in Option II for physical education have their proposed programs aligned with their IEP.



No physical education credit will be given for any athletic activities participated in prior to Grade 10.

2. The district shall establish a process for granting of credits through successful completion of assessments that verify pupil achievement in meeting or exceeding the Core Curriculum Content Standards at the high school level, including those occurring by means of the individualized pupil learning opportunities enumerated as outlined in N.J.A.C. 6A:8-5.1(a)2. Such programs or assessments may occur all or in part prior to a pupil's high school enrollment; no such locally administered assessments shall preclude or exempt pupil participation in applicable Statewide assessments at grades three through twelve.
 - a. The district shall choose assessments that are aligned with or exceed the Core Curriculum Content Standards and may include locally designed assessments.
 - b. The district shall choose from among the following assessment options to determine if pupils have achieved the level of language proficiency designated as Novice-High as defined by the American Council on the Teaching of Foreign Languages (ACTFL) and recognized as fulfilling the world languages requirement of the Core Curriculum Content Standards:
 - (1) The Standards-based Measurement of Proficiency (STAMP) online assessment;
 - (2) The ACTFL Oral Proficiency Interview (OPI) or Modified Oral Proficiency Interview (MOPI); or
 - (3) Department-approved locally designed competency-based assessments.
3. The district shall establish a process to approve post-secondary learning opportunities that consist of:
 - a. Advanced Placement (AP) courses;
 - b. concurrent/dual enrollment at accredited higher education institutions. (The district shall award credit for successful



completion of an approved, accredited college course that assures achievement of knowledge and skills that meets or exceeds the Core Curriculum Content Standards.)

Bernards High School recognizes that under extraordinary circumstances, a student may request permission to enroll in an enrichment course to be able to enroll in a higher-level course. The awarding high school credits for satisfactory completion of enrichment courses will occur under the following conditions:

1. The enrichment course is offered at an approved summer school or by an approved private tutor.
2. The course meets the required hours: 120-hour (full-year) course or the 60-hour (semester) course.
3. Approval is granted by the Principal/designee before the pupil enrolls in the course.
4. Upon satisfactory completion of the approved course, the student must pass a Bernards High School examination in the course with a minimum grade of 'C' in order to utilize the course for placement into an advanced-level course in the subject area.
5. Credit for enrichment courses taken during the summer may be applied toward early graduation only with an approved early graduation plan prior to enrollment in the course.

For college courses, Option II courses, and enrichment courses, the following conditions will apply:

1. Students will not receive high school credit nor will the course appear on a transcript if a course is taken without prior written permission.
2. Academic credits will be awarded for satisfactory completion of the course and satisfactory performance on a Bernards High School final exam.
3. Credits earned in this manner will be used toward fulfillment of the Bernards High School graduation requirements subject to the Principal's approval.



4. The grade will appear on the transcript, but will not be calculated into the student's grade-point average (GPA).

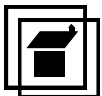
The Principal will make the decision in cases involving extenuating circumstances that warrant exceptions to the above conditions.

B. Additional Graduation Requirements

1. Attendance requirements as indicated in Policy No. 5200.
2. Other requirements established by the Board of Education as indicated below:
 - a. Successful completion of the Senior English Research Paper
 - b. One quarter credit (10 hours) per year of Service Learning
3. Any statutorily mandated requirements for earning a high school diploma;
4. Demonstrated proficiency in all sections of the High School Proficiency Assessment (HSPA), Competency Assessments, or Alternative High School Assessment process applicable to the class graduating in the year they meet all other graduation requirements, based on a schedule prescribed by the Commissioner in accordance with N.J.A.C. 6A:8-4.1(b) through (d); and
5. Those pupils graduating from an adult high school shall demonstrate proficiency in all sections of the HSPA, applicable Competency Assessments, or designated Alternative High School Assessment (AHSA) process for any subjects not yet passed on a previously approved Statewide assessment required for graduation.

C. High School Proficiency Assessment (HSPA) and Alternative High School Assessment (AHSA)

1. The district will provide pupils who have not demonstrated proficiency on one or more sections of the HSPA following the 11th grade, or applicable Competency Assessments, with the opportunity to demonstrate such competence through both repeated administrations of the HSPA and the AHSA process conducted in accordance with rules of the State Board of Education.



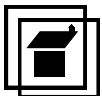
- a. The Superintendent shall submit the results of the AHSA process to the Executive County Superintendent of Schools by March 31 of each year, or as otherwise determined by the Commissioner of Education, for approval for graduation in June of the same year. Such results shall include information, as prescribed by the Commissioner, pertaining to pupils successfully completing the AHSA process, and to those who fail to complete the AHSA process successfully.
- b. The Executive County Superintendent, as the Commissioner's designee, shall review the results of each pupil's AHSA and recommend to the Commissioner either approval or disapproval for graduation.
- c. All English Language Learners (ELLs) shall satisfy the school district's requirements for high school graduation, except that any ELLs may demonstrate that they have attained State minimum levels of proficiency through:
 - (1) Passage of the AHSA process in their native language, when available, and passage of an English fluency assessment approved by the Department of Education; or
 - (2) Passage of the AHSA process in English with appropriate accommodations.
- d. Pupils with disabilities as defined in N.J.A.C. 6A:14-1.3 or eligible under Section 504 of the Rehabilitation Act and who participate in the AHSA process are not required to participate in repeated administrations of the HSPA.

D. Attendance

Regular attendance is required for the successful completion of a course of study and graduation. Pupils are expected to be present in every scheduled class except as their attendance is excused in accordance with Board Policy 5200.

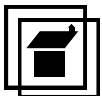
E. Pupils with Disabilities

1. The district, through the IEP process and pursuant to N.J.A.C. 6A:14-4.11 - Graduation, may, for individual pupils with disabilities as defined in



N.J.A.C. 6A:14-1.3, specify alternate requirements for a State-endorsed diploma.

2. The district shall specifically address any alternate requirements for graduation in a pupil's IEP, in accordance with N.J.A.C. 6A:14-4.11.
3. The district shall develop and implement procedures for assessing whether a pupil has met any alternate requirements for graduation individually determined in an IEP.
4. If a pupil with a disability attends a school other than that of the school district of residence, which is empowered to grant a diploma, the pupil shall have the choice of receiving a diploma of the school attended or a diploma of the school district of residence.
 - a. If the school the pupil is attending declines to issue a diploma to the pupil, the district of residence Board of Education shall issue the pupil a diploma if the pupil has satisfied all State and local graduation requirements, as specified in the pupil's IEP.
5. Pupils with disabilities who meet the standards for graduation according to the school district's graduation requirements shall have the opportunity to participate in graduation exercises and related activities on a nondiscriminatory basis.
6. A pupil with a disability whose individualized education program prescribes continued special education programs beyond the fourth year of high school shall be permitted to participate in commencement ceremonies with his/her graduating class and shall receive a certificate of attendance, provided the pupil has attended four years of high school.
7. When a pupil with a disability graduates or exceeds the age of eligibility, the pupil shall be provided a written summary of his or her academic achievement and functional performance prior to the date of the pupil's graduation or the conclusion of the school year in which he or she exceeds the age of eligibility. The summary shall include recommendations to assist the child in meeting his or her postsecondary goals.



F. High School Diploma

1. The Board of Education shall award a State-endorsed high school diploma to prospective graduates who have met all of the requirements adopted in accordance with State and local requirements.
2. The Board of Education shall not issue a high school diploma to any pupil not meeting the criteria specified in State and local requirements.
 - a. The district shall provide pupils exiting grade twelve without a diploma the opportunity for continued high school enrollment to age twenty, or until the requirements for a State-endorsed diploma have been met, whichever comes first.
 - b. The district shall allow any out-of-school individual to age twenty who has otherwise met all State and local graduation requirements, but has failed to pass the HSPA or applicable Competency Assessments to return to school at scheduled times for the purpose of taking the necessary test. Upon certification of passing the test applicable to the pupil's class in accordance with N.J.A.C. 6A:8-5.1(a)8, a State-endorsed diploma shall be granted by the high school of record.
3. The Commissioner of Education shall award a State-issued high school diploma in accordance with the provisions of N.J.A.C. 6A:8-5.2(c) and (d).
4. The Board of Education shall award a State-endorsed high school diploma to any currently enrolled pupil formally requesting an early award of the diploma in accordance with the provisions of N.J.A.C. 6A:8-5.2(e) and Board Policy 5465.

G. Notification

Each pupil who enters or transfers into the high school and the pupil's parent(s) or legal guardian(s) will be provided a copy of the school district's requirements for a State-endorsed diploma, and those programs available to assist pupils in attaining the State-endorsed diploma.



H. Reporting

The Superintendent, in accordance with N.J.S.A. 18A:7C-7 and 18A:7E-3, shall report annually at a public meeting not later than September 30, to the Board of Education and the Commissioner:

1. The total number of pupils graduated;
2. The number of pupils graduated under the AHSA process;
3. The number of pupils receiving State-endorsed high school diplomas as a result of meeting any alternative requirements for graduation as specified in their IEPs;
4. The total number of pupils denied graduation from the 12th grade class; and
4. The total number of pupils denied graduation from the 12th grade class solely because of failure to pass the HSPA or AHSA, based on the provisions of N.J.A.C. 6A:8-5.1(a)3.

- I. The Superintendent shall provide the district's graduation requirements each year they are evaluated through the Quality Single Accountability Continuum (QSAC) to the Executive County Superintendent and update this filed copy each time the graduation policy and requirements are revised.

N.J.S.A. 18A:7C-1 et seq.; 18A:35-1; 18A:35-4.9; 18A:35-7;
18A:36-17

N.J.A.C. 6A:8-1 et seq.; 6A:8-5.1; 6A:8-5.2; 6A:14-4.11 et seq.

Cross reference: Policy Guide Nos. 5200, 5240, 5410, 5465

Adopted: 1 October 2008
Revised: 3 December 2008
Revised: 18 November 2009; 9 June 2010
Revised: 17 November 2010
Revised: 22 August 2012

