

GRADUATION REQUIREMENTS

Section A. GRADUATION STANDARDS – CORE 40

1. In order to be eligible to graduate from high school with a Core 40 Diploma, a student shall satisfy the following requirements:

Core 40 - Course and Credit Requirements	
English/Language Arts	8 credits
	Including a balance of literature, composition, and speech
Mathematics *	6 credits
	2 credits: Algebra I 2 credits: Geometry 2 credits: Algebra II <i>Or complete Integrated Math I, II, and III for 6 credits. All students must complete a math or physics course in the junior or senior year.</i>
Science	6 credits
	2 credits: Biology I 2 credits: Chemistry I or Physics I or Integrated Chemistry-Physics 2 credits: any Core 40 science course
Social Studies	6 credits
	2 credits: U.S. History 1 credit: U.S. Government 1 credit: Economics 2 credits: World History/Civilization or Geography/History of the World
Directed Electives	5 credits
	World Languages Fine Arts Career-Technical Personal Financial Responsibility (<i>effective 9/1/2010</i>)
Physical Education	2 credits
Health and Wellness	1 credit
Electives	6 credits
	<i>(College and Career Pathway Recommended)</i>
40 Total State Credits Required	

* Effective the 2012-2013 school year, a student must be enrolled in a mathematics or quantitative reasoning course each year the student is enrolled in high school.

2. In order to be eligible to graduate high school with a Core 40 Diploma with Academic Honors, a student must meet the following requirements (minimum 47 credits):
 - a. Complete all requirements for Core 40.
 - b. Earn 2 additional Core 40 math credits.
 - c. Earn 6-8 Core 40 world language credits (6 credits in one language or 4 credits each in two languages).
 - d. Earn 2 Core 40 fine arts credits.
 - e. Earn a grade of a “C-” or better in courses that will count towards the diploma.
 - f. Have a grade point average of a “B-” or better.
 - g. A student who enters high school prior to the 2012-2013 school year must complete one of the following:
 - 1) Complete 2 AP courses (4 high school credits) and corresponding AP exams.
 - 2) Complete 2 IB courses (4 high school credits) and corresponding IB exams.
 - 3) Earn a combined score of 1200 or higher on the SAT critical reading and mathematics.
 - 4) Score a 26 or higher composite on the ACT.
 - 5) Complete verifiable dual high school/college credit courses from an accredited postsecondary institution (6 transferable college credits).
 - 6) Complete a combination of an AP course (2 high school credits and corresponding exam) and dual high school/college credit course(s) from an accredited postsecondary institution (3 transferable college credits).
 - h. A student who enters high school beginning with the 2012-2013 school year must complete one of the following:
 - 1) Complete 2 AP courses (4 high school credits) and corresponding AP exams.
 - 2) Complete 2 IB courses (4 high school credits) and corresponding IB exams.
 - 3) Earn a combined score of 1750 or higher on the SAT critical reading, mathematics, and writing subtests, with a minimum score of 530 on each section.
 - 4) Score 26 or higher composite on the ACT with completion of the written section.
 - 5) Complete verifiable dual high school/college credit courses from the priority course list (6 transcribed college credits)
 - 6) Complete two of the following:
 - a) A minimum of 3 verifiable transcribed college credits from the priority list.
 - b) Complete an AP course (2 high school credits) and corresponding AP exam.
 - c) Complete an IB course (2 high school credits) and corresponding IB exam.

In lieu of the foregoing, a student who has earned an International Baccalaureate is eligible to receive a Core 40 diploma with Academic Honors.

3. In order to be eligible to graduate high school with a Core 40 Diploma with Technical Honors, a student must meet the following requirements (minimum 47 credits):

- a. A student who enters high school prior to the 2012-2013 school year must:
 - 1) Complete all requirements for Core 40.
 - 2) Complete a career-technical program (8 or more related credits).
 - 3) Earn a grade of “C-” or better in courses that will count toward the diploma.
 - 4) Have a grade point average of a “B-” or better.
 - 5) Recommended: Earn 2 additional credits in mathematics and 4-8 credits in World Languages for four-year college admission.
 - 6) Complete two of the following, one must be 1 or 2:
 - a) Score at or above the following levels on
 - (1) WorkKeys: Reading for Information – Level 6;
 - (2) Applied Mathematics – Level 6; and
 - (3) Locating Information – Level 5.
 - b) Complete dual high school/college credit courses in a technical area (6 college credits).
 - c) Complete a Professional Career Internship course or Cooperative Education course (2 credits).
 - d) Complete an industry-based work experience as part of a two-year career-technical education program (minimum 140 hours).
 - e) Earn a state-approved, industry-recognized certification.
- b. A student who enters high school beginning with the 2012-2013 school year must:
 - 1) Complete all requirements for Core 40.
 - 2) Earn a grade of “C-” or better in courses that will count toward the diploma.
 - 3) Have a grade point average of a “B-” or better.
 - 4) Recommended: Earn 2 additional credits in mathematics and 4-8 credits in World Languages for four-year college admission.
 - 5) Earn a minimum of six (6) credits in the college and career preparation courses in a state-approved College and Career Pathway and earn one (1) of the following:
 - a) Pathway designated industry-based certification or credential; or
 - b) Pathway designated dual high school and college credit courses from the list of priority courses resulting in six (6) verifiable transcribed college credits.*
 - 6) Complete one of the following:
 - a) Any options listed in Section A(2)(h) for the Core 40 with Academic Honors Diploma.
 - b) Score at or above the following levels on
 - (1) WorkKeys: Reading for Information – Level 6;
 - (2) Applied Mathematics – Level 6; and
 - (3) Locating Information – Level 5.

- c) Earn the following minimum score on Accuplacer:
 - (1) Writing, 80;
 - (2) Reading, 90; and
 - (3) Math, 75.

- d) Earn the following minimum score on Compass:
 - (1) Algebra, 66;
 - (2) Writing, 70; and
 - (3) Reading, 80.

- * For students entering high school beginning in the 2012-2013 school year, such courses must be from the priority course list published by the Indiana Commission for Higher Education.

- 4. Beginning with students who enter high school in 2007-2008, the completion of Core 40 becomes an Indiana graduation requirement.
 - a. To graduate with less than Core 40, the following formal opt-out process must be completed:
 - 1) The student, the student's parent/guardian, and the student's counselor (or another staff member who assists students in course selection) meet to discuss the student's progress.
 - 2) The student's career and course plan is reviewed.
 - 3) The student's parent/guardian determines whether the student will achieve greater educational benefits by completing the general curriculum or the Core 40 curriculum.
 - 4) If the decision is made to opt-out of Core 40, the student is required to complete the course and credit requirements set forth below for a general diploma and the career/academic sequence the student will pursue is determined.

General Diploma - Course and Credit Requirements	
English/Language Arts	8 credits
	Credits must include literature, composition, and speech
Mathematics*	4 credits
	2 credits: Algebra I or Integrated Mathematics I
	2 credits: any math course
Science	4 credits
	2 credits: Biology I
	2 credits: any science course
Social Studies	4 credits
	2 credits: U.S. History
	1 credit: U.S. Government
	1 credit: any social studies course
Physical Education	2 credits
Health and Wellness	1 credit
College and Career Pathway	6 credits
Flex Credits	5 Credits
	To earn 5 Flex Credits, a student must complete one of the following: <ul style="list-style-type: none"> • Additional courses to extend the career academic sequence. • Courses involving workplace learning, which may include the following courses: <ul style="list-style-type: none"> * Career exploration internship * Professional career internship * Business cooperative experiences * Cooperative family and consumer sciences * Industrial cooperative education * Interdisciplinary cooperative education * Marketing field experience • High school/college dual credit courses • Additional courses in: <ul style="list-style-type: none"> * Language Arts * Social Studies * Mathematics * Science * World Language * Fine Arts
Electives	6 credits: <i>(one of which must be Personal Financial Responsibility effective 9/10/2010)</i>
40 Total State Credits Required	

* A student who enters high school in the 2012-2013 or subsequent school year must earn two (2) mathematics or quantitative reasoning credits during the student's junior and senior year.

5. Alternate Documentation: A student must satisfy each of the following requirements:

a. Evidence-Based Waiver

1) ISTEP+: Algebra I and English 10 Graduation Examinations

The student must take the ISTEP+: Algebra I and English 10 Graduation Examinations in the subject areas (language arts or mathematics) in which the student has not achieved passing scores at least one (1) time each school year following the year in which the student first attempted the ISTEP+: Algebra I and English 10 Graduation Examinations.

The student is expected to participate in ISTEP+: Algebra I and English 10 Graduation Examinations retests each time the student is eligible. In unusual circumstances, however, the student, parent(s), and the student's counselor may agree to an alternate retest schedule. Without regard to whether an alternate retest schedule is agreed to, the student is required to take the ISTEP+: Algebra I and English 10 Graduation Examinations in each subject area in which the student has not achieved a passing score at least one (1) time every school year after the school year in which the student first takes the ISTEP+: Algebra I and English 10 Graduation Examinations.

2) Remediation

The student must participate in no fewer than three (3) remediation opportunities. For a student who does not achieve passing scores on the ISTEP+: Algebra I and English 10 Graduation Examinations in both mathematics and language arts the first time the student takes the ISTEP+: Algebra I and English 10 Graduation Examinations, the student's three (3) remediation opportunities must include no fewer than one (1) remediation program in each subject area. For a student enrolling in an Elkhart high school subsequent to the student's sophomore year, this requirement will be prorated based on the student's period of enrollment.

Remediation opportunities will be offered by the school. Remediation may consist of programs provided before or after the regular school day, during non-instructional time during the regular school day, and during the summer. However, any course taken for high school credit shall not be considered remediation. Further, only those remediation programs completed by a student after the student has taken the ISTEP+: Algebra I and English 10 Graduation Examinations for the first time will count toward satisfaction of this requirement.

The principal may approve remediation programs proposed by the student's parent, at parent expense, and contingent on documentation of full participation of the student.

In order for a student to receive credit for participation in a remediation program offered by the school, the student must attend at least seventy-five percent (75%) of the program meetings.

In order for a student to receive credit for participation in a remediation program paid for by a parent, the student must provide documentation of no fewer than seven and one-half (7.5) hours of program participation.

3) Attendance

The student maintains a school attendance rate of 95% beginning with the student's initial enrollment in a high school program. For the purposes of determining whether this requirement has been met, excused and exempt absences, as defined in Administrative Regulation JE-(1), will not count against the student's attendance.

4) Grades

The student earns a "C-" average (grade point average computed as 1.67) or better in 34 credits comprised of courses in the following subject areas:

Language Arts – 8 credits
Social Studies – 4 credits
Mathematics – 4 credits
Science – 4 credits
Health and Safety – 1 credit
Physical Education – 2 credits
College and Career Pathways – 6 credits
Flex Credits – 5 credits

The courses used to determine a student's satisfaction of this requirement shall consist of those courses specified by the Indiana State Board of Education as required for graduation in 511 IAC 6-7-6. If a student takes the same course more than once, only the highest grade received will be used to compute the student's GPA for this requirement.

5) Recommendation

a) The student obtains a written recommendation from a teacher of the student in each subject area in which the student has not achieved a passing score. In order to fulfill this requirement, this recommendation must be supported by documentation indicating the student has attained the academic standards in each subject area in which the student has not achieved a passing score, and be supported by the principal. The academic standards a student must attain in order to merit a teacher's recommendation are those standards which are incorporated as part of, and tested, in the ISTEP+: Algebra I and English 10 Graduation Examinations.

Documentation used to support this recommendation must be based on tests other than the ISTEP+: Algebra I and English 10 Graduation Examinations, and classroom work. Forms of documentation to satisfy this requirement may include test papers, homework assignments, writing samples, or a C- average (calculated as a grade point average of 1.67) or better in classes in the subject area in which the student has not achieved a passing score, and which are based on a curriculum incorporating the same academic standards as the ISTEP+: Algebra I

and English 10 Graduation Examinations. No matter what form of documentation is used to support a recommendation, it shall be used to substantiate whether the student has achieved the academic standards on which the ISTEP+: Algebra I and English 10 Graduation Examinations are based.

After receiving the Graduation Review Committee's non-binding recommendation (as discussed below), the principal may accept or reject the teacher's recommendation. If the principal rejects a recommendation, such rejection must be based on the absence or insufficiency of documentation to demonstrate a student has attained the academic standard in each subject area in which the student has not achieved a passing score.

The student's guidance counselor will be responsible for requesting a teacher's recommendation. The teacher providing the recommendation must have had the student in one or more classes in the subject area in which the student has not achieved a passing score.

The Graduation Review Committee (as established in Section C of this administrative regulation) shall review all information concerning a student's possible eligibility to graduate pursuant to Section A(5) of this administrative regulation. The Committee will then make a non-binding recommendation to the principal as to whether the student has satisfied this graduation requirement; or,

- b) The student completes the course and credit requirements for a general diploma, including the career academic sequence; a workforce readiness assessment; and, at least one (1) career exploration internship, or cooperative education, or workforce credential recommended by the student's school.
 - 6) Otherwise, satisfies all state and district graduation requirements.
6. Special Education Student: This provision applies to a student with a disability, as defined in IC 20-35-1-2. The student's case conference committee finds the following:
- a. ISTEP+: Algebra I and English 10 Graduation Examinations
The student has retaken the ISTEP+: Algebra I and English 10 Graduation Examinations in each subject area in which the student has not achieved a passing score as often as required by the student's individualized education program ("IEP"). Unless provided otherwise on the student's IEP, all standards relating to this requirement in Section A(5)(a) shall apply to a student with a disability.
 - b. Remediation
The student has completed remediation opportunities to the extent required by the student's individualized education program. Unless provided otherwise on the student's IEP, all standards relating to this requirement in Section A(5)(b) shall apply to a student with a disability.
 - c. Attendance

The student has maintained a school attendance rate of at least ninety-five (95%) percent to the extent required by the student's individualized education program beginning with the student's initial enrollment in a high school program. For the

purposes of determining whether this requirement has been met, excused and exempt absences, as defined in Administrative Regulation JE-(1), will not count against the student's attendance.

d. Grades

The student has maintained a "C-" average (grade point average computed as 1.67) or better in 34 credits comprised of courses in the following subject areas:

Language Arts – 8 credits
Social Studies – 4 credits
Mathematics – 4 credits
Science – 4 credits
Health and Safety – 1 credit
Physical Education – 2 credits
College and Career Pathway – 6 credits
Flex Credits – 5 credits

The courses used to determine a student's satisfaction of this requirement shall consist of those courses specified by the Indiana State Board of Education as required for graduation. If a student takes the same course more than once, only the highest grade received will be used to compute the student's GPA for this requirement.

e. Recommendation

The student's teacher of record, in consultation with a teacher of the student in each subject area in which the student has not achieved a passing score, makes a written recommendation to the case conference committee. In order to fulfill this requirement, this recommendation must be supported by documentation indicating that the student has attained the academic standard in each subject area in which the student has not achieved a passing score, and be supported by the principal.

The teacher of record is not required to provide a student with a recommendation, but rather shall do so only if the teacher has determined that the student has attained the academic standards in each subject area in which the student has not achieved a passing score.

Documentation used to support this recommendation must be based on tests other than the ISTEP+: Algebra I and English 10 Graduation Examinations, and classroom work. Forms of documentation that may satisfy this requirement may include test papers, homework assignments, writing samples, or a C- average (calculated as a grade point average of 1.67) or better in classes which are in the subject area in which the student has not achieved a passing score, and which are based on a curriculum incorporating the same academic standards as the ISTEP+: Algebra I and English 10 Graduation Examinations. No matter what form of documentation is used to support a recommendation, it shall be used to substantiate whether the student has achieved the academic standards on which the ISTEP+: Algebra I and English 10 Graduation Examinations are based. After receiving the

Graduation Review Committee's non-binding recommendation (as discussed below), the principal may accept or reject the teacher's recommendation. If the principal rejects a recommendation, such rejection must be based on the absence or insufficiency of documentation to demonstrate a student has attained the academic standard in each subject area in which the student has not achieved a passing score.

The Graduation Review Committee (as established in Section C of this administrative regulation) shall review all information concerning a student's possible eligibility to graduate pursuant to Section A(6) of this administrative regulation. The Committee will then make a non-binding recommendation to the case conference committee and the principal as to whether the student has satisfied this graduation requirement.

Section B. GRADUATION ELIGIBILITY FORM

A student's eligibility for graduation pursuant to Section A (1), (2), (3), (4), (5), and (6) of this regulation shall be documented through Evidence-Based Waiver – Core 40 Diploma (see Administrative Regulation IKF-(1)) and/or Evidence-Based Waiver – Alternate Documentation or Special Education for General Diploma (see Administrative Regulation IKF-(2)). It will be the responsibility of the student's guidance counselor to complete Administrative Regulation IKF-(1) and Administrative Regulation IKF-(2) for each student who has not received a passing score, as established by the Indiana State Board of Education, on Indiana's ISTEP+: Algebra I and English 10 Graduation Examinations either in language arts or mathematics.

Section C. GRADUATION REVIEW COMMITTEE

The Elkhart Community Schools Graduation Review Committee is established. The Committee will be responsible for reviewing the eligibility of students for graduation under Sections A(1), (2), (3), (4), (5), and (6) of this administrative regulation. The Committee will include the following seven (7) members:

- 2 certified teachers appointed by the Central High School Principal
- 2 certified teachers appointed by the Memorial High School Principal
- 1 certified teacher appointed by the Learning Is For Everyone (LIFE) Principal
- 1 certified teacher with current responsibilities in the English as a Second Language (ESL) program appointed by the Superintendent
- 1 employee designated by the Superintendent to chair the committee

The principals from Central and Memorial will cooperate so that their four (4) appointments to the Graduation Review Committee include at least one teacher each with experience in teaching language arts, mathematics, special education, or counseling.

The Committee will have the authority to review all information bearing on the eligibility of students to graduate under Sections A(1), (2), (3), (4), (5), and (6). After reviewing such information, the Committee will be responsible for making a non-binding recommendation to the Principal and/or the case conference committee (where applicable) as to the eligibility of students to graduate pursuant to Sections 1(C)(2) and (3) of Board Policy IKF and Sections A(1), (2), (3), (4), (5), and (6) of this administrative regulation.

Legal Reference: IC 20-32-5-16
511 IAC 5-3-2
511 IAC 6-7-6

February 28, 2012