

GRADUATION REQUIREMENTS
(Requirements for a Certificate of Achievement)

Certificates of Achievement Guidelines

1. To be eligible for a Certificate of Achievement, a student must complete eight full semesters at the high school level as a full-time student.
2. In planning a student's schedule, special emphasis will be placed on vocational interests and training. A special education vocational preparation class is available and is recommended for Certificate of Achievement students. A special attempt will be made to expose certificate students to as many graduation requirement areas as possible.
3. A student may retake a class already passed, if it is felt that the student would develop additional skills which would be beneficial. (Example: Typing I may be repeated in order to prepare a student for keypunch program at Lewis & Clark Technical School.)
4. Goals and expectations of the student will be individualized by the teachers to provide an appropriate educational program for the student.
5. A student would receive a grade of P (pass) or FL (fail) at each grading period (both quarters and semesters) in courses for which adjustments are made for the requirements. In regular classes where no adjustments are made, the student will be assigned a regular grade. Pass/Fail grades will not be computed into the regular GPA.
6. The Board of Education's policy on graduation requirements will be waived where necessary. A student on the Certificate of Achievement must complete the individualized objectives of each class with a grade of P (pass).
7. Any student who continues to fail classes because of lack of effort and/or attendance after being placed in the Certificate of Achievement Program may be removed from the program.
8. The student must take the Missouri and U.S. Constitution tests according to the student's individualized plan as a requirement for the Certificate of Achievement.
9. Students who are placed in the Certificate of Achievement Program must make a sincere effort to accomplish the goals of the classes for which they are scheduled.
10. A Certificate of Achievement individual educational plan will be written for each student placed on the Certificate of Achievement Program.

Certificate of Achievement Replacement Procedure

1. The multidisciplinary IEP team will determine when the probability of a student completing the requirements for the diploma is not realistic.

This judgment will be based on the following criteria:

- a. Current diagnostic information.
 - b. Adaptive behavior.
 - c. Goals and objectives as outlined in IEP.
2. The multidisciplinary IEP team will meet with the parents and student to explain the Certificate of Achievement Program and obtain the necessary signatures on the form developed for the program.
 3. The counselor will prepare an appropriate schedule for the student being placed on the Certificate of Achievement and will notify the registrar of the placement. The registrar will make any necessary changes in classification.
 4. The counselor will meet with the student's teachers in order to explain the placement procedure and guidelines for the Certificate of Achievement.
 5. The registrar will prepare a list of students in the Certificate of Achievement Program and will forward a copy to the building principals and the principals' secretaries.
 6. Upon completion of the Certificate of Achievement Program, the registrar will place the date and stamp Certificate of Achievement with its notation beside the word "graduated."

Certificate of Achievement Teacher Information

1. Students who are placed in the Certificate of Achievement Program will meet the goals of the class (as individualized for the Certificate of Achievement students).
2. The multidisciplinary IEP team will structure a program of study that is appropriate for the student based upon current evaluation data.
3. Students on the Certificate of Achievement Program will be designated with a CA on class lists and the master list.
4. The grading scale will be pass/fail.

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Note: The reader is encouraged to review policies and/or forms for related information in this administrative area.

Implemented:

St. Charles School District, St. Charles, Missouri