

GRADUATION REQUIREMENTS

The Passaic Board of Education shall award a State endorsed diploma to acknowledge the successful completion of the requirements for high school graduation. The Passaic Board of Education diploma will represent a high standard of curriculum content, instruction, and student learning thereby ensuring post-secondary readiness for all graduates in the 21st century.

In accordance with the law and regulations governing graduation requirements, the Passaic Board of Education shall inform students and their parents/guardians at the beginning of the ninth grade as to assessments, demonstrated proficiencies, course and credit hour requirements, attendance policies and other State and local requirements needed for graduation.

The high school graduation requirements for the awarding of a State endorsed diploma from the Passaic Public Schools are:

- A. Meet the state and district student attendance requirements;
- B. Meet both state and district proficiency standards in the core curriculum content areas; achieve or exceed a passing grade on New Jersey Department of Education approved high school proficiency assessment;
- C. Complete successfully any course requirements stated in the administrative code and identified in the district graduation regulation(s). The proficiencies required must include the New Jersey Student Learning Standards (NJSLS) in mathematics and language arts and literacy approved by the State Board of Education; and
- D. The minimum credit requirement for high school graduation beginning with the class of 2019 is 150. The minimum credit requirement for Passaic High School graduates, beginning with the class of 2023, will be 130 credits. The minimum credit requirement for the Passaic Academy for Science and Engineering and Passaic Preparatory Academy graduates, will be 150 credits.

Local Requirements

The Passaic Board of Education has the right to establish high school graduation requirements which exceed State requirements.

### Academic Requirements for Passaic High School

Satisfaction of the following course credits shall qualify a student for the award of a State endorsed diploma:

- A. At least twenty (20) credits (four (4) years of courses) in English language arts literacy/ English as a Second Language aligned to grade nine through twelve standards;
- B. At least fifteen (15) credits (four (3) years of courses) in Mathematics, including Algebra I or the content equivalent (“content equivalent” is defined at N.J.A.C. 6A:8-1.3); Geometry or the content equivalent; and one year of advanced mathematics that prepares students for college and 21st century careers, including, but not limited to, Algebra II, Pre-Calculus, Statistics and Probability, and/or Calculus;
- C. At least fifteen (15) credits in science, including at least five (5) credits in laboratory biology/life science or the content equivalent and ten (10) credits (two additional courses) in laboratory/inquiry-based science which shall include chemistry, environmental science, or physics;
- D. At least fifteen (15) credits in social studies, including two years (ten (10) credits) to satisfy N.J.S.A. 18A:35-1 and 2; five (5) credits in world history; and the integration of civics, economics, geography, and global content in all course offerings;
- E. At least five (5) credits in financial, economic, business and entrepreneurial literacy;
- F. At least three and three-quarters (3.75) 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;
- G. At least five (5) credits in visual and performing arts;
- H. At least five (5) credits in world languages or pupil demonstration of proficiency as set forth in N.J.A.C. 6A:8-5.1(a)2ii(2);
- I. At least five (5) credits in 21st century life and careers, or career-technical education;
- J. Thirty-five (35) credits in elective courses as determined by the high school program;
- K. Technological literacy, consistent with the NJSLS, integrated throughout the curriculum;
- L. Students must take the SAT®, ACT®, or equivalent college entrance exam.

### Academic Requirements for the Passaic Academy for Science and Engineering and the Passaic Preparatory Academy

Satisfaction of the following course credits shall qualify a student for the award of a State endorsed diploma:

- A. At least twenty (20) credits (four (4) years of courses) in English language arts literacy/ English as a Second Language aligned to grade nine through twelve standards;
- B. At least twenty (20) credits (four (4) years of courses) in Mathematics, including Algebra I or the content equivalent (“content equivalent” is defined at N.J.A.C. 6A:8-1.3);

Geometry or the content equivalent; and two years of advanced mathematics that prepares students for college and 21st century careers, including, but not limited to, Algebra II, Pre-Calculus, Statistics and Probability, and/or Calculus;

- C. At least twenty (20) credits in science, including at least five (5) credits in laboratory biology/life science or the content equivalent, ten (10) credits (two additional courses) in laboratory/inquiry-based science which shall include chemistry, environmental science, or physics; and five (5) credits in an additional laboratory/inquiry-based science;
- D. At least fifteen (15) credits in social studies, including two years (ten (10) credits) to satisfy N.J.S.A. 18A:35-1 and 2; five (5) credits in world history; and the integration of civics, economics, geography, and global content in all course offerings;
- E. At least five (5) credits in financial, economic, business, and entrepreneurial literacy;
- F. At least three and three-quarters (3.75) 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;
- G. At least five (5) credits in visual and performing arts;
- H. At least five (5) credits in world languages or pupil demonstration of proficiency as set forth in N.J.A.C. 6A:8-5.1(a)2ii(2);
- I. At least five (5) credits in 21st century life and careers, or career-technical education;
- J. Forty (40) credits in elective courses as determined by the high school program;
- K. Technological literacy, consistent with the NJSLS, integrated throughout the curriculum;
- L. Students must take the SAT®, ACT®, or equivalent college entrance exam.

### Advanced Placement Courses

Students enrolled in Advanced Placement (AP) courses are required to take the designated AP examination administered by the College Board. If the student does not take the AP exam, the student's AP course designation must be changed from Advanced Placement to Honors and the modification must be recorded in the student's records and transcript.

### Individualized Student Learning Opportunities

Students may be eligible to accrue credit for learning opportunities aimed at achieving the New Jersey Student Learning Standards (NJSLS) also referred to as "Option Two" as provided in N.J.A.C. 6A:8-5.1(a) 2i. , including, but not limited to:

- i. Independent study;
- ii. Online learning;
- iii. Study abroad programs and exchange programs;
- iv. College courses as described in N.J.A.C. 6A:8-3.3; and
- v. Structured learning experiences, including, but not limited to, work-based programs, internships, apprenticeships, and service learning experiences.

Such learning opportunities must:

- i. Reflect student career goals;
- ii. Facilitate career exploration and preparation in alignment with the NJSLS;
- iii. Include demonstration of student competency that serve to verify student achievement in the NJSLS in alignment with N.J.A.C 6A:8-2.

Requirements related to “option two” are outlined in Board Policy and Regulations 6141.4 Independent Study.

Successful completion means that the student has demonstrated the degree of proficiency required by the district to indicate achievement of the district goals for the particular course, and has attended the required number of course sessions.

Transfer students must meet all state and local requirements in order to receive a state-endorsed board of education diploma.

The superintendent shall put into effect the procedures necessary to assess each student upon entry into the system, and, annually thereafter, to identify those students not meeting the state or district proficiency requirements. He/she shall develop the programs necessary to remedy these deficiencies at the lowest possible grade level.

Classification Class

Grade	Classification	Credits Completed	
		130 Credit Requirement	150 Credit Requirement
10	Sophomore	32.5	37.5
11	Junior	65	75
12	Senior	97.5	112.5

In cases where students have not been promoted to grades 10, 11, or 12, as a result of course failures and deficient credit accumulation, the high school principal will ensure that a multi-tiered system of support plan is implemented to assist the student with their academic work. When it is determined that the student will not graduate high school in four years due to deficient credit accumulation, the plan will include opportunities for students to attend specialized support programs, at an alternative sight, that are designed to provide academic support and recover missed graduation requirements.

Attendance

Regular attendance is required for the successful completion of a course of study and graduation. Students are expected to be present in every scheduled class except as their attendance is excused in accordance with Board Policy No. 5113. Eighteen absences, excused or unexcused, will require a review by the attendance review committee to determine satisfactory completion of course requirements. Excused or unexcused, a student may be denied individual course credit when the number of absences exceed 18 in a specific course.

### Remediation and Basic Skills

Students who do not pass who do not pass the New Jersey Department of Education approved statewide proficiency assessment, the elementary assessment component for grades three through five and the middle school components for grades six through eight shall be provided appropriate remediation.

Twelfth-grade students who have satisfied all other graduation requirements but have repeatedly failed the statewide examination shall receive a special review assessment as provided by law.

### Students with Limited English Proficiency

Students with limited English proficiency must be provided with the program opportunities required by law, and must fulfill the regular state and district requirements for graduation (see board policy 6142.2 Bilingual Education).

### Special Education Students

By June 30 of a disabled student's last year in the elementary program, the student's case manager, parent/guardian and teacher(s) shall meet to review the instructional guide and basic plan of the student's IEP in view of the transition to the secondary program. Input from appropriate staff from the secondary school shall be part of the review. Procedures shall include written notice to parents/guardians that includes a copy of procedural safeguards published by the State Department of Education and opportunity for mediation or a due process hearing.

A disabled student must meet all state and local high school graduation requirements, as specified the students' IEP in order to receive a state-endorsed high school diploma. A disabled student in an Out of District placement shall be eligible for to receive a state-endorsed high school diploma so long as the placement meets all minimum New Jersey state graduation requirements.

Students with an educational disability who meet the requirements for graduation according to this section shall have the opportunity to participate in graduation exercises and related activities on a nondiscriminatory basis.

In accordance with N.J.A.C. 6A:14-4.11 except as provided below, students with an educational disability shall participate in the statewide assessment systems. Students shall participate in each content area of the general statewide assessment for their grade or age. Accommodations and modifications approved by the Department of Education for the administration of the statewide

assessment shall be provided when determined necessary by the Child Study Team (CST) and will be noted in the student's IEP for students with an educational disability who participate in the general statewide assessments.

A student who qualifies may take a State approved alternative assessment, if alternate requirements for graduation have been specified in his/her IEP. Required reviews of the IEP shall continue to address graduation requirements and shall explain why the proficiencies required for graduation are not part of the IEP.

Students with an educational disability shall participate in the Alternate Proficiency Assessment (APA) when determined necessary by the CST in each content area where the nature of the student's educational disability is so severe that the student is not receiving instruction in any of the knowledge and skills measured by the general statewide assessment and the student cannot complete any of the types of questions on the assessment in the content areas even with accommodations and modifications.

### Proficiency

In consultation with appropriate professional staff, the superintendent shall develop and present to the board for adoption indicators of achievement and standards of proficiency and attendance demonstrating successful completion of each course offered at every level of the high school.

They shall also be informed as to the examinations, demonstrated proficiencies, course and credit hour requirements, attendance policies, and any other state and local requirements.

In order for the Board of Education to grant a diploma, students must demonstrate proficiency as determined by the State of New Jersey, utilizing an assessment tool approved by the Commissioner.

### Issuance of Diplomas

The Passaic Board of Education will issue a State endorsed diploma provided that the following requirements are met: state-mandated assessments, curriculum proficiencies, attendance, credit hours and other local requirements. The superintendent will certify annually to the County Superintendent that all students who are issued diplomas have met the requirements pursuant to law and regulations.

### Early Graduation

Students who have clearly demonstrated a scholastic aptitude, an unusual readiness for the world of work, a financial need, or a serious health or family concern may be considered for early graduation. Minimal graduation requirements must be completed early. Approval must be obtained from the parents/guardians and the administration.

### Student Enrollment in College Courses

The board shall make reasonable efforts to develop articulation agreements with New Jersey colleges and universities to facilitate the delivery of college credit courses to qualified students. The board shall determine eligibility requirements for these students and monitor the quality of the courses offered and college faculty who teach the courses.

Courses taken by Passaic High School students may count toward the credits required by graduation, as identified above under the section titled “Individualized Student Learning Experiences.”

In addition, the Passaic Board of Education will award credit for successful completion of approved, accredited college course(s) that assures achievement of knowledge and skills that meet or exceed NJSLS. Award of credit requires the student meet the requirements of the institution granting the college course credit.

### Transcripts

All school districts are legally required to forward student transcripts. Transfer students must meet all State and local requirements in order to receive a State endorsed high school diploma. If there is some question as to whether a transfer student’s transcript indicates satisfactory completion of State requirements, the County Executive Superintendent of Schools should be consulted.

The Passaic Board of Education shall provide, in a format approved by the Commissioner of Education, a transcript for each student leaving secondary schools. A transcript of a graduate’s work will be made available not only to college admissions officers, but also for job-related purposes, upon request of the student.

### Reporting and Monitoring

The superintendent shall report annually at a public meeting, not later than September 30, to the board and to the commissioner:

- A. The total number of students graduated in the aggregate and disaggregated according to subgroups described in federal law;
- B. The number of students graduated under an alternative assessment process;
- C. The number of students receiving state-endorsed high school diplomas as a result of meeting any alternate requirements for graduation as specified in their IEP’s;
- D. The total number of students denied graduation from the 12<sup>th</sup> grade class;
- E. The number of students denied graduation from the 12<sup>th</sup> grade class solely because of failure to pass the state assessment and based on the provisions of administrative code.

This information shall be reported to the board at a public meeting prior to the date prescribed by law.

In accordance with law, the board of education shall have copies of this policy distributed to all ninth-grade (or otherwise entering) students and their parents/guardians.

The board shall review this policy annually and shall adopt all regulations required by law.

First Reading: August 5, 2015  
Second Reading: August 31, 2015  
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First Reading: July 29, 2019  
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#### Key Words

High School Graduation, Early Warning Test, HSPT, Graduation, Graduation Requirements

#### **Legal References:**

N.J.S.A. 18A:4-25 Prescribing minimum courses of study for public schools; approval of courses of study  
N.J.S.A. 18A:7C-1 Commissioner of education to develop a program of standards and guidelines  
N.J.S.A. 18A:7C-2 Boards of education; establishment of standards  
N.J.S.A. 18A:7C-4.1 Operation recognition; purpose; eligibility; application procedure  
N.J.S.A. 18A:7C-5.1 Boards of education prohibited from excluding students from graduation ceremony or from obtaining yearbook for inability to pay fees  
N.J.S.A. 18A:7F-46 Review, update of New Jersey Student Learning Standards; Educational Adequacy Report  
N.J.S.A. 18A:33-1 District to furnish suitable facilities; adoption of courses of study  
N.J.S.A. 18A:35-1 et seq. Curriculum and courses  
N.J.S.A. 18A:35-14.9 Pupil promotion and remediation; policies and procedures  
N.J.S.A. 18A:36-17 Credit of seniors in active military and naval service, etc.  
N.J.A.C. 6A:8-1.1 et seq. Standards and assessment  
See particularly:  
N.J.A.C. 6A:8-1.2,-2.1,-3.1, -3.3,-4.1, -4.2, -4.3, -5.1, -5.2



N.J.A.C. 6A:13-1.1 et seq. Programs and practices to support student achievement

N.J.A.C. 6A:14-3.7 Individualized education program

N.J.A.C. 6A:14-4.11 Graduation

N.J.A.C. 6A:15-1.11 Graduation requirements for English language learners Students

N.J.A.C. 6A:20-2.4 Graduation (adult education programs)

N.J.A.C. 6A:23A-9.5 Commissioner to ensure achievement of the New Jersey Student Learning Standards

N.J.A.C. 6A:30-1.1 et seq. Evaluation of the performance of school districts

N.J.A.C. 6A:33-1.1 et seq. School turnaround and improvement

The Department of Education Website, <http://www.nj.gov/njded/assessment/> (Lists the state assessment components)

Every Student Succeeds Act of 2015, Pub.L. 114-95, 20 U.S.C.A. 6301 et seq.

**Possible**

**Cross References:**

- \*1120 Board of education meetings
- \*5113 Absences and excuses
- \*5120 Assessment of individual needs
- \*5127 Commencement activities
- 6000 Concepts and roles in instruction
- \*6010 Goals and objectives
- \*6122 Articulation
- \*6140 Curriculum adoption
- 6141.4 Independent study
- \*6142 Subject fields
- \*6142.2 English as a second language; bilingual/bicultural
- \*6142.6 Basic skills
- \*6145 Extracurricular activities
- \*6147 Standards of proficiency
- \*6154 Homework/makeup work
- \*6171.4 Special education
- \*6200 Adult/community education

\*Indicates policy is included in the Critical Policy Reference Manual