

## GRADUATION REQUIREMENTS

Pattonville School District requires a minimum of twenty-four (24) units of high school credit, which must be earned in grades nine and above. This program of required and elective courses is to be planned cooperatively by the student, parents and school counselor as outlined in policy IKFF. All students must attend eight (8) semesters in grades nine (9) and above unless special permission is granted by the principal or his/her designee to graduate early providing all requirements are satisfactory.

Every student must complete 50 hours of community service to receive a diploma. All community service hours must be completed in accordance with the guidelines established by the Community Service Office. Transfer students must complete 12.5 hours of community service for each year of attendance. All hours must be completed and submitted to the Community Service Office by May 1st of the graduation year.

All special education students will follow the requirements of their Individual Education Plan, which may exempt them from certain course requirements or provide substitute requirements.

Students are encouraged to plan and pursue excellence in their academic programs. The state sponsored College Preparatory Studies Certificate recognizes outstanding academic achievement by a high school graduate who meets the criteria specified in the course description handbook. While the certificate is designed as an incentive for college-bound students, many students who do not plan to enter college may wish to pursue the rigorous program and the high academic achievement required and received the distinguished award.

Summer school and night school credit from approved institutions may be counted toward graduation requirements. In addition, with the approval of the high school principal, a student may earn up to two (2) units of correspondence credit. Students are not allowed to enroll in more than 4.0 units at a time in a semester including work and correspondence courses. In the case of extenuating circumstances, a student may request from the superintendent of schools or his/her designee permission to enroll in an additional .5 unit of credit in order to meet the graduation requirements in the anticipated year of graduation. The request must be made in writing by February 1 of the anticipated year of graduation.

### **Placement, Credit, and Variances for Students who Transfer into the District**

Local boards of education have authority to establish reasonable, nondiscriminatory policies for determining grade placement of transfer students and recognizing credit from their prior schools. Pattonville will recognize credit according to the guidelines listed below.

District Code:

Transferring From	Policy
<ul style="list-style-type: none"> <li>Another public high school in Missouri accredited by the State Board of Education</li> </ul>	<p>Accept grade placement and credit as stated on transcript.</p>
<ul style="list-style-type: none"> <li>A nonpublic high school in Missouri accredited by the North Central Association (NCA), Independent Schools Association of Central States (ISACS), or the University of Missouri Committee on Accredited Schools.</li> </ul>	<p>Accept grade placement and credit as stated on transcript and equated to the Carnegie unit as defined in Missouri. To earn one unit of credit, a student must meet all the course requirements and earn a passing grade in a course that meets at least 7,830 minutes a year. Half-and quarter-units of credit may be earned for courses meeting proportionately fewer minutes.</p> <p>3915 minutes of class time per semester = .5 credit</p>
<ul style="list-style-type: none"> <li>A public or nonpublic high school in another state or country accredited by that state’s or country’s department of education, NCA or its equivalent, or ISACS or its equivalent agency.</li> </ul>	<p>Accept grade placement and credit as stated on transcript and equated to the Carnegie Unit which is defined in Missouri for one credit.</p>
<ul style="list-style-type: none"> <li>An unaccredited public or nonpublic high school in Missouri or another state or another country, or from a home school.</li> </ul>	<p>Review reported courses and any available achievement test or other performance data; interview student and parents; administer formal and informal assessments if records are inadequate; and make a tentative placement decision based on available information. If placement is ninth grade, students should be required to meet all state and local graduation requirements. If placement is tenth grade or higher, develop with student and parents a graduation program of studies that, if completed, will earn a high school diploma. Review placement and academic progress with student and parents periodically.</p> <p>NOTE: Parents/guardians of home-schooled children must provide documentation as required in RSMo 167.031.</p>

Religion courses will be reviewed for elective credit, or if appropriate, for required credit.

**Additional Provisions**

All students entering Pattonville from schools with different graduation requirements will be required to meet all local requirements possible without extending the student's time in high school as long as the student meets all requirements of the state of Missouri and was scheduled to graduate on time at their previous school. Any exemptions from the Pattonville graduation requirements must be approved by the superintendent of schools or his/her designee following recommendation of the principal.

With principal and superintendent approval, the third unit of science and/or math requirement for students accepted into a two-year Technical School program while in high school may be waived if such enrollment prevents a third year of science and/or mathematics based on scheduling constraints.

Adopted: May 25, 1982  
Revised: March 12, 1985  
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Revised: November 9, 1993  
Revised: April 26, 1994  
Revised: April 24, 2001  
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Revised: August 26, 2003  
Revised: November 8, 2005