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## Administrative Regulation

### 1. Purpose

These Administrative regulations define the graduation requirements for diploma and program completion requirements for certificate bound students. It is expected that all students who receive a Maryland state diploma or a Maryland High School Certificate will have met the requirements outlined in these regulations.

### 2. Scope

These administrative regulations apply to all students who complete their academic program with Carroll County Public Schools.


### 3. Responsibilities

The Director of Curriculum and Instructional Resources serves as the Superintendent's designee to provide oversight and direction for all academic requirements.

### 4. Procedures

#### I. Diplomas and Certificates

- A. The diploma awarded to students upon graduation from a Maryland public high school shall be a State diploma in recognition of the fulfillment of the minimum enrollment, State assessment, credit, and student service learning requirements.
- B. There shall be a State certificate named the Maryland High School Certificate awarded for completion of a special education program. This certificate shall be awarded only to students with disabilities who cannot meet the requirements for a diploma but who meet one of the following standards:
  1. The student is enrolled in an education program for at least 4 years beyond grade 8 or its age equivalent, and is determined by an IEP team, with the agreement of the parents/legal guardians of the student, to have developed appropriate skills for the individual to enter the world of work, act responsibly as a citizen, and enjoy a fulfilling life. World of work shall include but not be limited to gainful employment, post-secondary education and training, supported

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employment, and other services that are integrated in the community;  
or

2. The student has been enrolled in an education program for 4 years beyond grade 8 or its age equivalent and will have reached age 21 by the end of the student's current school year.

#### C. Graduation Procedures for Students with Disabilities


A Maryland High School Diploma shall be awarded to students upon graduation from a Maryland public high school in recognition of the fulfillment of the minimum enrollment, state assessment, credit, and student service learning requirements.

A special education student's eligibility for a free and appropriate public education (FAPE) ceases upon graduation from high school with a Maryland high school diploma. When a student graduates and receives a regular high school diploma, he/she is no longer eligible for special education services. Some students will continue to be eligible for special education services through the age of 21 if they have not received a regular high school diploma.

A Maryland high school certificate of program completion shall be awarded only to students with disabilities who cannot meet the requirements for a diploma, but who meet the following standards:

1. The student is enrolled in an education program for at least 4 years beyond grade 8 or its age equivalent, and is determined by an IEP team, with the agreement of the parents/legal guardians of the student, to have developed appropriate skills for the individual to enter the world of work, act responsibly as a citizen, and enjoy a fulfilling life, with the world of work including but not limited to gainful employment, post-secondary education and training, supported employment, and other services that are integrated in the community;  
or
2. The student has been enrolled in an education program for 4 years beyond grade 8 or its age equivalent and will have reached age 21 by the end of the student's current school year.

The final decision to award a student with disabilities a Maryland High School Certificate of Program Completion will not be made until after the beginning of the student's last year in high school.

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A student with a significant cognitive disability shall not meet high school graduation requirements, if a student:

1. Participates in an Alternative Assessment based on Alternative Academic Achievement Standards (AA-AAAS); and
2. Continues to receive instruction based on Alternative Academic Achievement Standards through high school.

All students with disabilities who are receiving special education services through an IEP will receive the Maryland Summary of Performance (formerly the Exit Document) when they graduate or exit from school. The Maryland Summary of Performance (MSOP) summarizes the student's skills, strengths, and interests while also providing important information that may be useful to use as he or she transitions from school to postsecondary activities, including employment, postsecondary education, or independent living.

If a student participates in a graduation ceremony prior to the completion of the student's education program, at the ceremony the school system shall issue to the student a Certificate of Achievement or other similarly titled certificate in place of a diploma. Once a student participates in a graduation ceremony, the student may not participate a second time in a formal high school graduation ceremony.

The procedures described above provide each student with the opportunity to address his or her unique needs as required by the Individuals with Disabilities Education Act (IDEA).


## II. Graduation Requirements

### A. Enrollment Requirement

The student shall satisfactorily complete 4 years of approved study beyond the 8th grade unless one of the alternatives to 4 year enrollment in a public high school or alternatives to structuring programs is satisfied.

Although most high school students attend school for 4 full years beyond the 8<sup>th</sup> grade, there are occasions when students leave school prior to graduation and request to re-enter school at a later date.

1. For students who withdrew for no more than one semester:
  - a. The student and parent or guardian shall meet with the Pupil Personnel Worker to complete a probationary placement through Student Services.

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- b. Upon successful completion of the probationary placement, the Pupil Personnel Worker will assist the student in transitioning to a comprehensive high school.
  2. For students who have withdrawn for more than one semester:
    - a. The procedure outlined in section 1. (a.) and (b.) above will be followed.
    - b. The plan that is developed will include the student's enrollment in at least 7 full semesters.


#### B. Assessment Requirements

Students take Maryland High School Assessments (MHSA) at the completion of the required course. The chart that follows shows the MHSA required assessment and graduation requirement based on year of graduation and the year the course is successfully completed.

	2017-18 Graduating Class	2018-19 Graduating Class	2019-2020 Graduating Class
English 10	Participation Only	Achieve Passing Score or Pass Bridge Project	Achieve Passing Score or Pass Bridge Project
Algebra I	Participation Only	Achieve Passing Score or Pass Bridge Project	Achieve Passing Score or Pass Bridge Project
Biology / Science	2015-16* Achieve Score of 400 or Pass Bridge Project	2015-16* Achieve Passing Score or Pass Bridge Project	Participation Only
	2016-17*, 2017-18* Participation Only	2017-18*, 2018-19 Participation Only	
U.S. Government	Achieve Score of 394 or Pass Bridge Project	Achieve Score of 394 or Pass Bridge Project	Achieve Score of 394 or Pass Bridge Project

\*Dates indicate the year in which the student completes the course and the required assessment.

1. All students, including middle school students who take high school level courses, must take the accompanying MHSA.
2. A student who transfers into Carroll County Public Schools from a non-public school or a school out of state, who having already passed an

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HSA or PARCC course, is exempt from taking the HSA or PARCC exam for that course.

3. A student who transfers from a non-public school or from a school out of state into Carroll County Public Schools after the first semester of his or her senior year is exempt from the Maryland high school assessment requirements.

### C. Credit Requirements

Credit requirements for graduation are defined by the year a student enters grade 9. The credit requirement information listed below is provided for summary information only. A complete listing of graduation requirements along with required course work can be found in the Carroll County Public Schools Program of Studies on the CCPS website.

1. A student shall earn a minimum of twenty-five (25) credits at the completion of grade 12. Students enrolled in Maryland State-accredited special education non-public schools will meet the graduation requirements as established by the Maryland State Department of Education (MSDE). At least 4 of these credits shall be earned after the completion of grade 11 unless one of the alternatives to 4 year enrollment in a public high school or alternatives for structuring programs is satisfied.
2. To be awarded the Maryland High School Diploma from Carroll County Public Schools, a student shall earn the following specified core credits as a part of the twenty-five (25) credit requirement:
  - a. English – 4 credits as designated by the High School Program of Studies
  - b. Fine Arts – 1 credit
  - c. Mathematics – 3 Credits as designated in the High School Program of Studies. Students shall also be enrolled in a Mathematics course each year of high school.
  - d. Physical Education – 1 credit
  - e. Health Education – 1/2 credit
  - f. Science – 3 credits as designated in the High School Program of Studies
  - g. Social Studies – 3 credits as designated in the High School Program of Studies
  - h. Technology Education – 1 credit
  - i. Financial Literacy – 1/2 credit

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3. In addition to meeting the specific credit requirements listed above, a student shall complete one of the following:

- World Languages – 2 credits of a single World Language or
- Advanced Technology Education – 2 credits or
- A State-approved Career and Technology Completer Program – 4 to 9 credits

**D. SERVICE LEARNING**

Students must complete 75 hours of service learning.

**5. REFERENCES**

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- a. Education Article §7-205 – .3, Annotated Code of Maryland
- b. COMAR 13A.03.02.00 – 12, Graduation Requirements for Public High Schools
- c. Board Policy IKF: Graduation from Carroll County High Schools

**6. Definitions**

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- a. IEP – The Individualized Educational Plan is a plan or program developed to ensure that a child who has a disability identified under the law and is attending an elementary or secondary educational institution receives specialized instruction and related services.
- b. Maryland High School Assessment (MHSA) – The assessment provided by the State and required for all diploma bound students. MHSAs are given following the successful completion of English 10, Algebra I, U.S. Government, and Biology/Science.
- c. The Bridge Plan for Academic Validation (Bridge Project) – A student who fails to achieve a passing score on one or more MHSAs may be eligible to complete Bridge Projects in those assessment areas. If the student completes the Bridge Project successfully, the graduation assessment requirement is met for that assessment area.
- d. High School Program of Studies – The detailed course catalogue that provides course selection information along with the various requirements and alternatives that need to be considered in order to plan out each student's 4 year high school program.