

**DEERFIELD COMMUNITY
SCHOOL DISTRICT**

ADMINISTRATIVE PROCEDURES

**POLICY CODE: 345.6
RULE CODE: 345.6-ADM
DATE OF ADOPTION: 10/20/86
Revised: 2/17/92, 8/16/99, 3/19/01, 9/19/05
11/8/10, 2/1/16**

SPECIFIC GRADUATION REQUIREMENT GUIDELINES

Credit and Graduation Requirement Determination

The high school principal shall determine if a student has met all requirements for graduation. This includes evaluation of courses taken at other schools and institutions and accommodations made for students with exceptional educational needs, interest or requirements.

Courses, other than Youth Options and Youth Apprenticeships, taken at other institutions or schools not guided by school board policy must have the prior approval of the high school principal to be granted credit at Deerfield High School.

The decision of the high school principal may be appealed in writing to the superintendent within ten calendar days of the above notifications. Appeals to the Board of Education must be made in writing within ten days of the notification of the superintendent's decision.

Independent Study Courses

Students may find that they have exhausted all the courses within a given department at which point they may meet with a teacher to discuss taking an independent study. Students who wish to pursue independent courses need to submit an independent study course outline (developed with the staff member) with their independent study contract. A template of the independent course outline and the independent study contract is available in the Guidance Office. All independent study courses must be approved by the Curriculum and Instruction Coordinator and/or designee. Freshmen are not allowed to take independent study courses.

Middle School Students Enrolled in High School Classes

Middle school student enrolled in a course(s) at the high school will not be counted towards high school credit, GPA, or class rank. It will appear on the middle school report card and in the student's cumulative file. A notation will be made in the comment section of the student's high school transcript that this course was taken while the student was in middle school.

Students may be provided the option to retake the class when enrolled in high school for high school credit, GPA, and class rank.

Retaking Classes

Students may retake failed required or elective courses. Students must successfully complete all failed required courses by either retaking the course or completing an alternative approved by the Principal and/or designee. After a failed class is successfully completed, the higher of the two grades will appear on the student's transcript and will be utilized in computing the student's grade point average. Classes are not to be retaken simply to improve the student's grade point average or class standing.

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Summer School/Outside Courses

All students requesting approval of credit for a course offered outside the district must fill out a district Summer School/Outside Course Approval Form and submit it to the guidance department no later than three weeks prior to the start of the course. Approved courses will be granted credit only and will not be calculated with the student's grade point average. This prior approval stipulation applies only to students enrolled in Deerfield High School and not to transfer students.

Transfer Students

Transfer students' records will be evaluated by the high school principal upon the student's acceptance into Deerfield High School and the student and his/her parents/guardians will be informed of the remaining credits necessary to meet graduation requirements.

Work Experience/Youth Apprenticeships

High school juniors and seniors have the opportunity to participate in the district's work study program. To be eligible, students must have an approved paid employment or volunteer placement from an established organization prior to enrollment in Work Experience. The work study forms can be obtained from the work experience coordinator, who is the staff supervisor for this program. Students participating in Work Experience will earn elective credits for completing the work hours requirement based on the contract and by submitting evidence of employment, skills assessment and work hours. All grades for Work Experience will be pass/fail.

Youth Options Program

Juniors and seniors in the district may participate in the state-mandated Youth Options Program, which provides students in good academic standing an opportunity to take courses at the technical college and institutions of higher education while in high school. Students must inform their counselor of their intent within the established deadlines of October 1 for second semester courses and March 1 for first semester courses the following year. Approved courses shall be granted $\frac{1}{4}$ high school credit per 1 semester credit offered by a postsecondary course. All course grades will be included in the student's cumulative grade point average on their high school transcript. If a student takes a comparable course offered by the district or is taking the course for postsecondary credit only, the student will pay for costs associated with the course.