

# REGULATION IKF

## Las Cruces Public Schools

Related Entries: IKF, IKE, IKE-R, IKAB, JE, JEA, JHB, JHB-R, JHD-R  
Responsible Office: Deputy Superintendent

### GRADUATION/CREDIT AND ASSESSMENT REQUIREMENTS

#### I. PURPOSE

To inform high school students and their parents about graduation requirements.

#### II. DEFINITIONS

1. “*High school redesign*” means increased graduation requirements mandated by the state of New Mexico beginning in 2006 to better prepare high school students for post-secondary education and the workforce; and to insure that students are engaged in rigorous and relevant courses throughout their high school careers.
2. “*Cut scores*” means the score on a test (or on multiple tests) that separates test takers into various categories, such as a passing score and a failing score. For example, the cut score on a particular test might be 70 percent, meaning that any grade below that score is a failing grade and any grade above that score is a passing grade.
3. “*New Mexico Standards Based Assessment/High School Graduation Assessment (SBA/HSGA)*” means a State of New Mexico-mandated test given to all LCPS and New Mexico public school students in their second year (H2) and third year (H3) of high school. The results of the test determine student academic proficiency and growth in mathematics, reading and science and are used in the state’s A-F accountability system.
4. “*New Mexico Diploma of Excellence*” means a diploma earned by any LCPS or other New Mexico public high school graduate beginning with the graduating class of 2012, said diploma indicates that the graduate has met all statutory, regulatory and LCPS Board of Education requirements.
5. “*New Mexico Certificate of Completion*” means the certificate given to a student who exits the school system at the end of grade 12 who has not satisfied all graduation requirements. Said certificate shall indicate the number of credits earned. If within five years after a student exits from the school system, he or she satisfies state graduation examination requirements, the student may receive a Diploma of Excellence. (22.13.1.1 [M] NMSA 1978)

#### III. PROCESS

##### A. District Expectation

1. By the end of the fall semester of each school year, high school staff will notify every high school senior and his/her parents/guardians if the student

is in danger of failing to meet the requirements established for graduation, participation in the graduation ceremony and receiving a diploma. (See LCPS Policy and Regulation IKFB: Graduation Ceremonies/Commencement.)

2. No student may participate in the graduation ceremony without meeting all graduation requirements by the date of graduation.
3. Only enrolled LCPS students may participate in LCPS graduation ceremonies.

**B. Graduation Requirements**

1. Students, including special education students with an Individualized Education Program (NMAC 6.29.1.9-J-13(a)), must complete 29 high school credits to be eligible for a diploma. Additional required graduation units beyond state requirements shall be taken in approved courses.

**LCPS: Required Credits**

2013 Juniors and Seniors			2013 Incoming Freshmen and Sophomores		
Subject Area	Units	Additional Information	Subject Area	Units	Additional Information
English	4		English	4	
Mathematics	4	One must be equivalent to Algebra 2 or higher	Mathematics	4	One must be equivalent to Algebra 2 or higher
Science	3	Two must have a laboratory component	Science	3	Two must have a laboratory component
Social Sciences	3.5	N.M. History .5 World History-1 U.S. History-1 Government/ Economics-1	Social Sciences	3.5	N.M. History .5 World History-1 U.S. History-1 Government/ Economics-1
Physical Education	1		Physical Education	1	
Career Cluster, workplace readiness or a language other than English	1		Career Cluster, workplace readiness or a language other than English	1	
			Health	.5	
Electives	12.5		Electives	12	
*One credit must be earned in honors, on-line, dual credit or AP course			*One credit must be earned in an honors, on-line, dual credit or AP course.		
<b>Total</b>	29		<b>Total</b>	29	

2. Beginning with the 2010-11 school year, a student shall not receive a New Mexico Diploma of Excellence if the student has not demonstrated competence in the areas of mathematics, reading and language arts, writing, science and social studies, including a section on the Constitution of the United States and the Constitution of New Mexico, based on the SBA/HSGA or alternate demonstration of competency.

3. With approval of the LCPS Board of Education, the Superintendent of Schools may request written approval from the Secretary of New Mexico Public Education Department (NMPED) to award a diploma to a student who has not passed the competency examination and who is not covered under other provisions. This provision is for those remaining students who entered high school on or before 2007-08. For all other students starting with the graduating class of 2013, a student must meet the cut scores on the high school graduation assessment. If a student fails to meet the cut scores in one or more subjects, the student may either retake the portion(s) of the SBA failed, or the student may use the Alternative Demonstration of Competency (ADC). Students must participate in all available administrations of the SBA before moving on to the ADC. If an End of Course Exam (EoC) is used as an alternate demonstration of competency:
  - a. Students shall be provided with the framework and performance level descriptors of the course EoC upon enrollment, and provided an explanation so that they are aware of and attentive to the EoC targeted content.
  - b. If a student does not pass an EoC, teachers may review course content with that student, but may not review the EoC exam.
  - c. An appeal may only be requested if a student believes EoC scoring was done incorrectly or that the ADC administrative processes were followed incorrectly.
    - i. A student must submit an intent to appeal, indicating an administrative process issue, to the LCPS Accountability, Assessment & Research Department within one day of being administered an exam. If an appeal of an EoC exam for administrative process issues is filed:
      - aa. Detailed written documentation of the alleged irregularity must be provided by the student to the LCPS Accountability, Assessment & Research Department;
      - bb. LCPS Accountability, Assessment & Research Department staff shall conduct an investigation to determine if an irregularity occurred with testing procedures, testing protocol or within the testing environment; and
      - cc. Action will be determined based on the results of the investigation. The director of the LCPS Accountability, Assessment & Research Department, in collaboration with the district testing coordinator and NMPED's assessment coordinator, shall determine what, if any, action will be taken as a result of the investigation.
    - ii. A student must submit an intent to appeal, indicating a scoring issue, to the LCPS Accountability, Assessment & Research Department within one day of being informed of his or her exam results. Upon an appeal of an initial EoC exam for scoring issues:

- aa. The school/district shall examine the test for any obvious error, such as a composite score addition error or data input error; and shall correct such error, if found
  - bb. If no error is found, the appeal shall be filed and shall remain an open appeal; and the student shall take the re-take exam in an attempt to pass.
  - cc. If the student does not pass the re-take exam, or upon an appeal request of a re-take exam, the school/district shall examine the test for any obvious error, such as a composite score addition error or data input error; and shall correct such error, if found.
  - dd. The requested test of appeal, either the initial exam or the retake, shall be rescored by two qualified scorers, each of whom shall rescore the test independent of the other.
  - ee. The higher of the two independent scores shall be recorded as the final determination.
  - ff. Students shall be notified within 30 days of the appeal request.
4. Student may not be given credit for a class unless the student is in attendance for at least 90 percent of the days the class is offered. A student who attends fewer than 90 percent of the days the class is offered will be referred to an attendance review committee. The attendance review committee will review all factors to determine if a credit will be awarded. This minimum attendance requirement would not impact the acceptance of credit awarded through alternative channels. (See LCPS Regulation JHD: Exclusions and Exemptions from School Attendance)
- a. A student and the student's parent/guardian shall be provided a written notice prior to and at such time as a student's attendance in any class drops below 90 percent of the days the class is offered.
  - b. The written notification shall include a notice to the parent of the need to schedule a parent/teacher conference to discuss available interventions that address the student's attendance patterns and academic progress.
  - c. Students who did not meet the 90 percent attendance requirement must submit an appeal packet. Appeal packets are available in high school offices. Appeal packets must be submitted to the school attendance liaison not later than five school business days following the official teacher grade submission deadline. This date is predetermined and will be posted and available to parents and students each semester. Seniors are required to submit an appeal packet at least three school business days prior to the date of graduation.
  - d. Once submitted, the appeal packet will be considered complete and no changes will be accepted.

- e. The appeal packet must include:
  - i. A school district-approved credit appeal form with all requested information completed;
  - ii. An official school attendance report;
  - iii. An absence justification form with written explanation of all absences not justified on the school absence report, along with all available documentation.
- f. Students who do not submit a packet within the guidelines enumerated above are not eligible to receive credit for the class with less than 90 percent attendance.
- g. A three-member attendance review committee must review each student appeal packet. This committee shall include the principal or his//her designee, one teacher and one counselor/designee.
- h. In making a determination on the awarding of credit, the attendance review committee will carefully consider exclusions and exemptions as noted in LCPS Regulation JHD: Exclusions and Exemptions from School Attendance. The committee may request the student and parent to appear before the committee if there are questions concerning the appeal.
- i. Students will receive written notification of the attendance review committee's decision within three school business days of the committee meeting.
- j. If a student is denied credit for a class by the attendance review committee, the student may, within five school days upon receipt of the decision, file an appeal of the decision with the Superintendent or his/her designee, who will hear the student's appeal and make the final decision to grant or deny credit.

### **C. Credit Regulations**

1. Credits shall be transferable with no loss of value among schools that are accredited by a state board of education in the United States, U.S. territories or U.S. Department of Defense schools.
2. The maximum credits shall not exceed 12 credits per academic school year. In extreme cases, this requirement may be waived by the Superintendent or his/her designee.
3. Students transferring from home schools or private schools to public schools will do so in accordance with subsection D of Section 22-1-4 NMSA 1978. (See LCPS Policy JFAC: Enrollment of Students from Non-Accredited Schools Including Home Schools)
4. Correspondence courses may be used to provide graduation credit to currently enrolled students. (See LCPS Policy IHBDH: Alternative Means for Earning Credit)
5. A final examination shall be administered to all students in all courses offered for credit.

6. A student cannot take the same course twice for credit.
7. Concurrent enrollment and dual credit, both vocational and academic, may be earned simultaneously from LCPS and post-secondary institution(s). (See LCPS Policy IHCDA Concurrent Enrollment and Dual-Credit).
8. For students entering the ninth grade in 2009-10 and beyond, at least one of the units required for graduation must be earned as an advanced placement or honors course, a dual-credit course or a distance learning course.
9. All core academic courses offered for credit must align to the 9-12 approved New Mexico Content Standards.
10. Elective credit courses must meet NMPED-approved content standards, and must:
  - a. include a written, sequential curriculum;
  - b. be taught by a highly qualified instructor with a secondary teaching license;
  - c. include a final examination; and
  - d. be reviewed and approved by the LCPS Board of Education.

11. Alternative Credit

- a. LCPS may design courses, known as alternative credit, to satisfy any of the specified credits for graduation. The criteria listed under elective credit must be met, and, in addition, must include the following:
  - i. review of the licensure endorsements of staff for qualifications to teach alternate credit course;
  - ii. review of course standards and benchmarks and summarize alignment with traditional elective courses;
  - iii. determination of amount of credit to be generated;
  - iv. published information regarding courses;
  - v. alternative credit information in the four-year plan;
  - vi. the course title to be placed on the transcript; and
  - vii. notification of alternative credit alignment to and approval from NMPED.
- b. The student's transcript shall reflect the alternative credit course title followed by the graduation requirement.
- c. Alternative credit options will be communicated to students through high school course description guides.



Approved, Deputy Superintendent

July 8, 2013

Date

*Legal Reference:* 22.13.1.1 NMSA 1978, NMAC 6.29.1.9-J-13(a) (i)(ii)(iii)

*Procedure History:* Formerly Procedure 316.1-.4; revised 11.13.07, 11.07.08, 07.12.11, 4.04.11, 07.08.13