

Moorestown High School

Graduation Requirements, Personalized Learning Opportunities, Information & Application

Graduation Requirements

In order for a student to graduate and receive a high school diploma from Moorestown High School, each student must:

- A. Pass the High School Proficiency Assessment (HSPA); and
- B. Fulfill the requirements as described utilizing one or both of the following **TWO** options:
 - 1) Earn a minimum of 120 credits by successful completion of the prescribed courses listed on the following chart. This requirement may be met in whole or in part through a traditional program where a “credit” means the award for student participation in the equivalent of a class period of instruction which meets for a minimum of forty minutes, one time a week, during the school year (N.J.A.C. 6A:8-1.3). Therefore, in the traditional MHS 40 minute period, a class that meets routinely for one class period for an average of 5 days per week, for the full year, shall yield 5 credits. Courses meeting for a portion of a year or a portion of a week shall be prorated accordingly.

The course requirements shall include statutory mandates. Currently, these would include United States and New Jersey history in N.J.S.A. 18A:35-1 and 2; civics in N.J.S.A. 18A:35-3; agricultural science in N.J.S.A. 18A:35-4.13; health, safety, and physical education in N.J.S.A. 18A:35-5, 6, 7, and 8; the Holocaust and genocides in N.J.S.A. 18A:35-28; and credit for seniors in active military service in N.J.S.A. 18A:36-17.

The Board of Education, through the IEP process and pursuant to N.J.A.C. 6A:14-4.12, may, for individual students with disabilities as defined in N.J.A.C. 6A:14-1.3, specify alternate requirements for a State-endorsed diploma. Students with disabilities as defined in N.J.A.C. 6A:14-1.3 or eligible under Section 504 may demonstrate that they have attained State minimum levels of proficiency through the SRA process if specified in the student’s Individualized Education Program (IEP) or Section 504 accommodation plan.

MHS Graduation Requirements:

Entering 2011 - Class of 2014	
English	At least 20 credits of language arts literacy
Social Studies	At least 15 credits <i>including satisfaction of N.J.S.A. 18A:35-1 and 2</i>
Science	At least 15 credits
Mathematics	At least 15 credits
Health AND Physical Education*	At least 4 credits for each year of enrollment (must include Health component)
Visual, Performing Arts	At least 5 credits
Career Education and Consumer, Family, and Life Skills or Vocational Technical Education	At least 5 credits
World Languages **	At least 10 credits or student demonstration of proficiency
Career Planning	At least 2.5 credits from approved course list
Computer Literacy	At least 2.5 credits from approved course list
Electives	At least 10 credits

***Comprehensive Health, Physical Education and Safety:** Students with a medically authorized excuse may be excused from the physical activity part of the regular program and will be assigned an alternative activity. This core

curriculum content area is required for every year of student attendance in grades 9-12. A minimum of 3 3/4 (150 minutes per week) or a maximum of 4 credits will be awarded for each year of successful participation.

****All students will be encouraged to fulfill the two-year world language requirement.** A student is able to meet the world language requirement through “student demonstration of proficiency” as determined by the Oral Proficiency Interview (OPI) in a world language NOT offered in the Program of Studies. Students who qualify may appeal to the Principal’s Credit Committee for exemption of the one-year MTPS requirement. All students will be held to the NJDOE one-year world language requirement. Individual students with disabilities who have irresolvable scheduling conflicts would need to fulfill the one-year world language requirement. LEP students, who demonstrate proficiency in their native language or another language, would be exempt. LEP students who take an additional English or English as a Second Language (ESL) class may use that second English class to fulfill the requirement.

- ◆ **Costs:** All costs incurred by a student’s enrollment in such a program, including the costs of proficiency testing, are absorbed by the student’s parent/legal guardian.

The Board of Education, through the IEP process and pursuant to N.J.A.C. 6A:14-4.12, may, for individual students with disabilities as defined in N.J.A.C. 6A:14-1.3, specify alternate requirements for a State-endorsed diploma. Students with disabilities as defined in N.J.A.C. 6A:14-1.3 or eligible under Section 504 may demonstrate that they have attained State minimum levels of proficiency through the AHSA process if specified in the student’s Individualized Education Program (IEP) or Section 504 Accommodation Plan.

OR

- 2) The 120-credit requirement set forth above may be met in whole or in part through program completion of a range of experiences that enable students to pursue a variety of personalized learning opportunities (referred to as Personalized Learning Opportunities in the MHS *Program of Studies* and related documents). All students who plan on pursuing course work for credit outside of the parameters of the normal MHS curriculum must submit an application to be reviewed and approved by the Principal’s Credit Committee. Application forms may be obtained in the Guidance Office. Thorough review of the application’s requirements by the applicant and the parent/guardian should occur before consulting with a guidance counselor. Applications must be submitted to the Principal’s Credit Committee. The Principal’s Credit Committee will examine “Request for Personalized Learning Opportunity” based on the student’s rationale and the criteria outlined in this document.

Students are not permitted to begin participation in the proposed Personalized Learning Opportunity until approved by the Principal’s Credit Committee. The committee, designated by the Principal, will be composed of the following: Principal or designee; a guidance counselor; a curriculum supervisor; and two classroom teachers, one of whom is content specific with the other being selected by the applicant.

Models for developing Personalized Learning Opportunities or programs linked to the 2009 New Jersey Core Curriculum Content Standards (2009 NJCCCS) include accredited college courses, interdisciplinary or theme-based programs, co-curricular or extra-curricular activities, magnet programs, student exchange programs, distance learning opportunities, internships, community service, or other structured learning experiences. Activities and programs developed in accordance with Personalized Learning Opportunities shall include appropriate assessments and ensure that student’s performance/proficiency meets or exceeds the 2009 NJCCCS. The Principal shall certify completion of curricular activities or programs based upon specified instructional objectives aimed at meeting or exceeding the Core Curriculum Content Standards.

Note: Minimum graduation requirements, as prescribed in N.J.A.C. 6A:8-5.1, do not equate to college admission requirements. MTPS actively encourages all students who have otherwise met the requirements for high school graduation to include in their programs of study a fourth year of the following additional credits: math, science, social studies and world languages aimed at preparation for entrance into post-secondary programs or 21st century careers.

Personalized Learning Opportunities

A. Structured Learning Experiences

Deadline for Applications: Semester 1-May 15; Semester 2 –December 15

The *Structured Learning Experience* (SLE) is an initiative that is coordinated and monitored by New Jersey Department of Education (NJDOE). The philosophy of the *Structured Learning Experience Program* is to provide educational experiences that are meaningful and relevant, and allow students the opportunity to explore career options. In addition to serving as an alternative to traditional high school classes, *Structured Learning Experiences* allow students to focus on their interests and abilities. SLE provides eligible students the opportunity to utilize their last year of high school to gain purposeful experiences that will help them establish a possible future path.

The 12th grade student may apply for the *Structured Learning Experience* option for each semester they are enrolled, which may include:

1. Career Internships in a career-focused, work-related residency
2. Mentor/Scholar Program
3. A supervised advanced learning experience, related to the NJCCCS
4. Volunteer positions for profit and non-profit organizations
5. Service Learning Project

The SLE falls under the auspices of the guidelines set forth by the NJDOE, which require supervision of the student at the approved site by a staff member who holds a valid SLE Supervision certification. Students are required to design the SLE to include NJCCCS proficiencies, activities performed in execution of the SLE that tie to the NJCCCS, assessments and timelines. The final proposal must also contain all forms and signatures required by the student, parent/guardian and employer/provider. Students may be asked to present their proposal to the Principal's Credit Committee and to report back at the end of the experience.

Application forms/packets may be obtained in the Guidance Office or via the Guidance website at www.mtps.com/moorestownhs/site/default.asp. Thorough review of the application's requirements by the applicant and the parent/guardian should occur before consulting with a guidance counselor for referral to a certified SLE staff member or a building administrator for review. This review of the application is to offer the student guidance in designing the SLE and assure that all necessary forms are signed before submission to the Principal's Credit Committee. It is strongly advised that student interested in participating in an SLE begin well in advance of the application due date. Students who have successfully completed an SLE will be awarded the pre-approved credit with a passing grade noted as "P" for the final grade on the report card and transcript.

- ◆ **Costs:** All costs incurred by a student's enrollment in such a program, including the costs of required supplies/equipment and required insurance coverage, are absorbed by the student's parent/legal guardian. Transportation arrangements and expenses are also the responsibility of the student and parent/legal guardian.

B. Advancing a Course Level

Deadline for Application: June 1

A student may attempt to accelerate by one (1) level/course of a program sequence to enroll in the next course (i.e. World Language, Mathematics). Students may not test out of a course required for graduation.

1. A written request identifying the targeted course for acceleration and the desired course for enrollment must be submitted for approval by the department supervisor and the principal or his/her designee.
2. The student must earn a score of 90% or better on the MHS Mid-Term Examination (if applicable) AND the MHS Final Examination in the target course. The test will be administered and graded by the department supervisor or designee.
3. A portfolio project demonstrating practice and proficiency may be designated by the department supervisor or designee and must be completed by the date of the exams.
4. Neither grade nor credit will be awarded on the transcript for the target course.

- ◆ **Costs:** All costs incurred by a student's enrollment in such a program, including the costs of required supplies/equipment and required insurance coverage, are absorbed by the student's parent/legal guardian. Transportation arrangements and expenses are also the responsibility of the student and parent/legal guardian.

C. Outside High School Course Work for Additional High School Credit
Deadlines for Application: Semester 1-August 15; Semester 2 -January 15

Several stipulations exist for current students wishing to complete high school course work in an academic setting other than MHS, to receive high school credits, and have coursework listed on the high school transcript:

1. The proposed course application, NJCCCS proficiencies and assessments must be reviewed and approved prior to the first instructional meeting of the course. The course must be from an accredited institution and/or be monitored by a certified staff member. The institutional accreditation must be from a United States Department of Education recognized national, regional, specialized, and/or professional accrediting organization. The course work must be approved by the principal in conjunction with the Principal's Credit Committee, or be certified by the principal under 6A:8-5.1(a) 1.ii.
2. Distance Learning courses may be taken only if pre-approved as outlined in the stipulations above. The course must be from an accredited institution. The accreditation must be from a United States Department of Education recognized national, regional, specialized, and/or professional accrediting organization such as The Accrediting Commission of the Distance Education and Training Council; or be approved by the principal in conjunction with the Principal's Credit Committee; or be certified by the principal under 6A:8-5.1(a)1.ii.
3. MHS must receive an official transcript clearly showing successful completion of the course work. No grade will appear on the MHS transcript until an official transcript from the approved institution is received. If no documentation is received, a "W" will be posted on the MHS transcript as of the date grades are submitted for the next marking period.
4. High school credits may be awarded by certification by the principal under 6A:8-5.1(a) 1.ii and attached to the transcript. Course credit equivalence to the MHS Program will be determined by the Principal's Credit Committee.

- ◆ **Costs:** All costs incurred by a student's enrollment in such a program, including the costs of required supplies/equipment and required insurance coverage, are absorbed by the student's parent/legal guardian. Transportation arrangements and expenses are also the responsibility of the student and parent/legal guardian.

D. College Course Work for High School Credit
Deadline for Applications: Semester 1-August 15; Semester 2 -January 15

High school students may choose to pursue opportunities to enroll in college level work. Completed course work in an accredited college/university for high school credits must meet the following stipulations:

1. Course application, NJCCCS proficiencies and assessments must be reviewed and approved by the principal, in conjunction with the Principal's Credit Committee, prior to the first instructional meeting of the course.
2. The college course taken must be the same college course offered to regularly admitted college students and must be taught by college faculty with academic rank or adjunct faculty approved by the college.
3. College distance-learning courses may be taken only if pre-approved as outlined in the stipulations above. The course must be from an accredited institution. The accreditation must be from a Council for Higher Education Accreditation (CHEA) participating organization and be recognized by the United States Department of Education as a national, regional, specialized, and/or professional accrediting organization.
4. MHS must receive an official transcript clearly showing successful completion of the course work.
5. High school credits may be awarded based on the transcript received from the college, or by the number of instructional hours per week, or by certification by the principal under 6A:8-5.1(a) 1.ii, and posted on the permanent record card.
6. Students who have taken course work outside of MHS for credit may have a grade recorded on their MHS transcript, but the grade will not be calculated in the student's GPA.

- ◆ **Costs:** All costs incurred by a student's enrollment in such a program, including the costs of required supplies/equipment and required insurance coverage, are absorbed by the student's parent/legal guardian. Transportation arrangements and expenses are also the responsibility of the student and parent/legal guardian.

Recording of Non-Traditional Coursework on the MHS Permanent Record (Transcript)

Students who have taken course work outside of MHS for credit may have a grade recorded on their MHS transcript, but the grade will not be calculated in the student's GPA. If the outside course work is taken at an institution that provides a transcript, the student may choose to have the outside record attached to their MHS transcript after consulting with their school counselor. The name of course, institution and appropriate credits will be recorded on the MHS transcript for those students approved for alternative course work given that the course(s) is successfully completed during the time specified on the approval form. If course work is not completed within the time specified, protocols described in the *MHS Program of Studies* under the section "Course Withdrawals" will be observed with respect to recording on the transcript. Students may not take an MHS equivalent course for full credit.

The transcript will denote:

1. Name of course;
2. Institution, school, college, university and/or situation, where, and/or how, the coursework was taken;
3. Grade issued by the institution (if a numeric grade is issued, then the MHS alpha equivalent); or grade issued by a certified staff member under the guidelines established by the Principal's Credit Committee when the course work was approved; or as certified by the principal under 6A:8-5.1(a) 1.ii. Grades recorded on the transcript for outside course work does not count towards WGPA or GPA.
4. Credit issued by institution; or credit awarded by a certified staff member under the guidelines established by the Principal's Credit Committee when the course work was approved; or as certified by the principal under 6A:8-5.1(a) 1.ii.
5. Course Completion/Course Withdrawals: The expectation is that the course(s) will be completed during the time specified on the approval form. The transcript will denote the status of the course work as per the protocol described in the *MHS Program of Studies* under "Course Withdrawals". This includes incomplete course work.
6. No grade will appear on the MHS transcript until an official transcript is received from the providing institution; or credit awarded by a supervisor certified staff member under the guidelines established by the Principal's Credit Committee when the course work was approved; or as certified by the principal under 6A:8-5.1(a) 1.ii. Absent official documentation, a "W" will be posted on the MHS transcript as of the date grades are submitted for the next marking period.

◆ Course Withdrawals

The expectation is that course(s) will be completed during the time specified on the approval form. The transcript will denote course work as per the protocol described in the *MHS Program of Studies* under "Course Withdrawals", including incomplete course work.