

**THE SCHOOL BOARD OF
ALACHUA COUNTY**

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1 GRADUATION REQUIREMENTS

2 It shall be the policy of the Board to acknowledge each student's successful
3 completion of the instructional program appropriate to the achievement of District
4 goals and objectives as well as personal proficiency by the awarding of a diploma at
5 graduation ceremonies.

6 A student transferring to the District from another school system shall be permitted
7 to graduate on schedule provided s/he meets the requirements set forth annually in
8 the student progression plan.

9 **High School Diploma**

10 The Board shall award a standard high school diploma to every student enrolled in
11 this District who meets the requirements of graduation established by this Board or
12 who properly completes the goals and objectives specified in their ~~individualized~~
13 ~~education program~~ Individualized Education Program (IEP) including either the
14 exemption from or the requirement to complete the State-mandated tests and the
15 recommendation of the IEP Team.

16 ~~A student transferring to the District from another school system shall be permitted~~
17 ~~to graduate on schedule provided s/he meets the requirements set forth annually in~~
18 ~~the student progression plan.~~

19 Each student's standard high school diploma will include, as applicable, a
20 designation of the student's major area of interest; a designation reflecting
21 completion of four (4) or more accelerated college credit courses in Advanced
22 Placement, International Baccalaureate, Advanced International Certificate of
23 Education, or dual enrollment courses; a designation reflecting career education
24 certification; and/or a designation reflecting a Florida Ready to Work Credential.

25 **Honorary Diploma**

26 An honorary diploma may be awarded in the case of such unfortunate
27 circumstances as the severe disability or death of a student prior to graduation. The
28 student must have been a senior in good standing to meet the requirements of
29 graduation established by the Board at the time of the disability/death.

30 **Early Admission Program**

31 The high school graduation by means of the Early Admission to College Program is
32 an alternative for the college-bound student during the normal senior year in high
33 school. When the prescribed District conditions have been met, the student shall be
34 awarded a high school diploma with the regular high school graduating class. The
35 official college transcript shall be made a part of the student's high school
36 permanent record file.

1 When students leave high school as Early Admission to College Program students,
2 they may participate in graduation exercises with their graduation class and may be
3 ranked in class using District policy regarding weighting of dual enrollment courses.

4 **High School Equivalency Diploma**

5 The Board shall offer the high school equivalency diploma examination and the
6 subject area examinations to all candidates. The examinations are administered
7 pursuant to the rules of the State Board of Education. To be eligible to be a
8 candidate for a high school equivalency diploma, a student must be at least
9 eighteen (18) years of age on the date of the examination. However, if the student
10 resides or attends school in the District, the student may take the examination after
11 reaching the age of sixteen (16) in accordance with the criteria in Policy 5465,
12 General Education Development (GED) Tests. A student may be awarded a standard
13 high school diploma pursuant to Florida Department of Education rules.

14 **Certificate of Completion**

15 A student who completes the minimum number of credits and other requirements
16 for graduation but cannot earn a passing score on the FCAT, achieve a cumulative
17 grade point average of 2.0 on a 4.0 scale or its equivalent, or complete all other
18 applicable requirements prescribed by the Board pursuant to Florida statutes shall
19 be awarded a certificate of completion in a form prescribed by the State Board of
20 Education.

21 A student who is entitled to a certificate may elect to remain as a full-time student
22 or a part-time student for up to one (1) additional year and receive instruction
23 designed to remedy the student's identified deficiencies.

24 **Commencement Exercises**

25 Commencement exercises will include those students who have successfully
26 completed requirements for a standard high school diploma, Early Admission to
27 College Program, a special diploma, or a certificate of completion for graduation ~~as~~
28 ~~certified by the high school principal~~. However, ~~S~~students will also be permitted to
29 participate in their school's graduation exercises if they have earned a minimum of
30 twenty-three (23) ~~credits~~ of the required credits and met all other requirements for
31 graduation. High school dual enrollment students may participate in their school's
32 graduation exercises if they are able to complete graduation requirements during the
33 post-secondary institution's summer session.

34 No student who has completed the requirements for graduation shall be denied a
35 diploma as a disciplinary measure. A student may be denied participation in the
36 ceremony of graduation when personal conduct so warrants, as determined by the
37 principal.

1 Students and members of the public who attend commencement exercises are
2 expected to conduct themselves in an appropriate manner at all times. Persons who
3 disrupt the exercises will be told to leave, or may be removed, as provided in Policy
4 9380, Civility - Conduct of District Employees, Parents, and Other Visitors to Schools
5 and School District Functions.

6 **Adult Education Diploma**

7 The Board also shall grant a diploma of adult education to all District residents over
8 the age of sixteen (16) who have legally left a K-12 program and met the
9 requirements established in the Pupil Progression Plan.

10 ~~Students and members of the public who attend commencement exercises are~~
11 ~~expected to conduct themselves in an appropriate manner at all times. Persons who~~
12 ~~disrupt the exercises will be told to leave, or may be removed, as provided in~~
13 ~~Policy 9380, Civility - Conduct of District Employees, Parents, and Other Visitors to~~
14 ~~Schools and School District Functions.~~

15 The Superintendent shall establish administrative procedures necessary to ensure
16 compliance with State rules and regulations.

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18 F.S. 1003.428, 1003.429, 1003.43, 1003.435, 1003.438

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20 Adopted 7/17/07
21 Revised _____

1 RE-ASSIGNMENT TO ALTERNATIVE PROGRAMS

2 The Board recognizes that the regular school program may not be appropriate
3 for all students and that certain students may need special programs to help
4 them overcome attendance, academic, and/or behavioral problems.

5 **Disciplinary Program**

6 The Horizon Center is an alternative disciplinary program for middle and high
7 school.

8 A student is eligible for the program under any of the following criteria:

9 A. The student has a history of disruptive behavior in school.

10 The student has been referred to the office for major (Levels ~~III~~I or
11 ~~IV~~II) disciplinary reasons for which the student has received at
12 least two (2) out-of-school suspensions. The student's discipline
13 record for the most recent three (3) semesters will be considered
14 for purposes of eligibility. The student's record in other school
15 districts may be considered.

16 B. The student has committed an offense which would warrant
17 expulsion from school according to the Code of Student Conduct.

18 C. The student is returning from detention or a court-adjudicated
19 commitment program and the student has been evaluated by
20 District personnel; the student shall not be automatically assigned
21 to Horizon Center.

22 Upon recommendation of the principal, re-assignment to the Center is made by
23 the Superintendent, effective on a specified date, and the parent is notified in
24 writing.

25 The parent or legal guardian may request a hearing on the re-assignment. A
26 request for a hearing must be received in writing at the office of the
27 Superintendent within ~~three (3)~~ten (10) school days from the parent's receipt of
28 the notice of re-assignment. The student's assignment to the center shall be
29 effective on the date specified, which may be before the date of the hearing.

30 Hearings will be held pursuant to the provisions of Policy 5612, Student
31 Hearings. Assignment to the Center will normally be effective for at least one (1)
32 full semester. Transfers from the Center will normally occur only at the end of a
33 semester or the end of the extended school year.

1 When the student has demonstrated acceptable behavior, attendance, and
2 academic progress while at the Horizon Center, the principal of the Center will
3 notify the receiving school. As a condition of return to the receiving school, the
4 student may be required to enter into a performance contract on such terms as
5 established by the Center and the receiving school.

6 **Student Transfer - Felony Charges**

7 Florida statutes provide for the transfer to an alternative program of an enrolled
8 student who is formally charged with a felony, or with a delinquent act which
9 would be a felony if committed by an adult, for an incident which allegedly
10 occurred on property other than public school property, if that incident is
11 shown to have an adverse impact on the educational program, discipline, or
12 welfare in the school. Such transfer will only apply under circumstances in
13 which the student would not already be subject to the rules and regulations of
14 the Board.

15 The following procedures shall be followed if the principal proposes a felony
16 transfer pending determination of the student's guilt or innocence, or the
17 dismissal of the charge, by a court of competent jurisdiction:

18 A. Upon receiving proper notice that a student has been formally
19 charged with a felony or with a delinquent act which would be a
20 felony if committed by an adult, the principal shall notify the
21 parent/guardian or adult student, in writing, of the specific
22 charges and of the right to a hearing prior to transfer to an
23 alternative program. Such notice shall set a date for the hearing
24 which shall be not less than two (2) school days nor more than five
25 (5) schools days from date of postmark or delivery. It shall also
26 advise of the conditions under which a waiver of discipline may be
27 granted.

28 B. The hearing shall be conducted by the principal and may be
29 attended by the student, the parent/guardian, the student's
30 representative or counsel, the principal's designee and any
31 witnesses requested by the student or the principal. A hearing can
32 be held without the attendance of the parent/guardian after
33 proper notification.

34 C. The student may speak in his/her own defense, may present any
35 evidence indicating his/her eligibility for waiver of disciplinary
36 action and may be questioned on his/her testimony. However, the
37 student shall not be threatened with punishment or later
38 punished for refusal to testify.

1 D. The issue at the hearing shall be if the incident would have an
2 adverse impact on the education program, discipline, or welfare in
3 the school. In conducting the hearing, the principal or designee
4 shall not be bound by rules of evidence or any other courtroom
5 procedure and no transcript of testimony shall be required.

6 E. Following the hearing, the principal shall provide the student and
7 parent/guardian with a decision, in writing, as to whether or not
8 student transfer for felony charges will be recommended.

9 F. The Superintendent will notify the parent or guardian of the
10 effective date of re-assignment.

11 G. If the charges are subsequently dismissed or reduced below the
12 felony level, the student will be re-assigned to the zoned school.

13 For a student with a disability, the principal shall follow the discipline
14 procedures for students with disabilities.

15 F.S. 1003.53, 1006.09

16 F.A.C. 6A-1.0956

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18 [Adopted 7/17/07](#)

19 [Revised](#)