



Book	Cincinnati City School District Policies
Section	5000 Students
Title	Graduation Requirements
Number	5460
Status	Active
Adopted	Not provided
Last Revised	January 2019
Last Reviewed	Not provided

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

The Board shall award a regular high school diploma to every student enrolled in this District who meets the requirements of graduation established by this Board or who properly completes the goals and objectives specified in his/her individualized education program (I.E.P.) including the requirement to complete the achievement tests required by the State Board in order to graduate. Each student must also demonstrate at least a proficient level of skill on the achievement tests required by the State Board to graduate.

The graduation requirements for the Cincinnati Public Schools are aligned with the State of Ohio guidelines for graduation as listed in the Operating Standards for Ohio's schools in compliance with R.C. section 3313.603, and will reflect any and all changes the State of Ohio makes to graduation requirements. Students should plan their high school programs of study so that graduation occurs with their class.

REQUIREMENTS FOR SPECIFIC HIGH SCHOOLS IN THE DISTRICT (in addition to Requirements of the State of Ohio)

If a school options to raise its graduation requirements beyond what the State and District requires, the District must recognize the State requirements as the minimum requirement for graduation. A student who meets all the requirements indicated by the school's approved program will receive an endorsed diploma.

Types of Diplomas

- A. Regular Diploma – meeting the requirements as defined below.
- B. Diploma with Program Endorsement – this certifies that the student has completed specific course requirements of their program. (Paideia, Information Technology)
- C. Honors Diploma – Criteria determined by State of Ohio.

Credits

Credit may be earned at an accredited postsecondary institution.

Every high school may permit students below the ninth grade to take advanced work for credit. This work shall count toward the graduation requirements listed above if it was both:

- A. taught by a person who possesses a license/certificate issued under State law that is valid for teaching high school; and
- B. designated by the Board as meeting the high school curriculum requirements.

Diplomas and Commencement

A diploma shall be issued to every student who meets the requirements specified above. An honors diploma shall be awarded to any student who meets the established requirements for graduation or the requirements of his/her I.E.P.; attained the scores on the achievement tests required by the State Board of Education for graduation; and meets any additional criteria the State Board may establish.

Commencement exercises will include only those students who have successfully completed requirements for graduation as certified by the high school principal. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in the ceremony of graduation when personal conduct so warrants or other District obligations or requirements have not been met.

The Board also shall grant a diploma of adult education to all District residents over the age of twenty-one (21) who meet the requirements established by the State Board of Education. If a student is enrolled in high school and attends an adult school for make-up and/or additional credits, the diploma shall be awarded by his/her high school. If the student is not enrolled in a high school and completes the basic graduation requirements at an adult school, then the diploma shall be awarded by the adult school.

Grade Placement in High School

A student’s placement is based upon the total credits earned by him/her by the first day of the new school year, and shall be as follows:

- A. Placement in grade 10 requires a minimum of five (5) units of credit.
- B. Placement in grade 11 requires a minimum of ten (10) units of credit.
- C. Placement in grade 12 requires a minimum of fifteen (15) units of credit and the ability to complete the course requirements for graduation in their school by June of that year.

Credits Earned Through Educational Options

Under certain circumstances and in accordance with Policy 2370, students may earn credits toward graduation by participation in various educational options.

Implementation of this Policy

The Superintendent shall establish whatever administrative guidelines are necessary to ensure compliance with State rules and regulations.

**CINCINNATI CITY SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES**

<i>Procedure Name: Graduation Requirements</i>	
Procedure No. 5460-00-01	Eff. Date: 1.11.2019
Implements Board Policy(ies) 5460	Last Reviewed: 1.11.2019

1. Background

This procedure describes the process to acknowledge each student's successful completion of the instructional program appropriate to the achievement of State Graduation Requirements, District goals and objectives as well as personal proficiency by the awarding of a diploma at fitting graduation ceremonies.

2. Responsibilities

Title: Deputy Superintendent or Designee of Superintendent

Address: 2651 Burnet Avenue, 45219
Phone: 513-363-0074
<i>Describe responsibilities: The Deputy Superintendent on behalf of the Superintendent shall establish whatever administrative guidelines are necessary to ensure compliance with State rules and regulations.</i>

3. Action Steps

<i>Guidelines to ensure compliance with State Rules and regulations for Graduation Requirements and awarding of diplomas</i>
<ol style="list-style-type: none"> 1. <i>Conduct annual audit of course offerings to ensure alignment with State Graduation Requirements criteria.</i> 2. <i>Identify and compile district course offerings that align to ORC 3313.603, Graduation Requirements, inclusive of revisions and amendments.</i> 3. <i>Develop a high school course guide containing all graduation criteria, educational options, and list of programs by high school and the guide is accessible to parents, stakeholders, and staff.</i> 4. <i>Each high school shall provide in writing and by website graduation requirements pertaining to special programs offered to enrolled students.</i> 5. <i>Ensure all credit bearing courses are taught by a person who possesses a license/certificate issued under State law that is valid for teaching high school.</i> 6. <i>Devise interventions and enrichment to ensure students are provided options to guarantee graduation.</i> 7. <i>Devise mechanisms and support to increase graduation rates and post-secondary access through Enrollment, Employment, Enlistment, and Endorsement of Industry Credential.</i> 8. <i>Develop reporting mechanisms to monitor and evaluate district and individual school progress towards graduation requirements.</i> 9. <i>Provide quarterly progress reports to the Cincinnati Board of Education and stakeholders.</i>

4. Equity Considerations

<i>Describe any equity considerations relevant to the implementation of this policy.</i>
<i>Access to resources Access to evidence- and research-based support</i>

5. Related Documents / Forms

Document Title	Description	Last Reviewed
State Report Card	Evidence of meeting state performance indicators	2018

6. Additional Information

*Describe any additional information relevant to the implementation of the policy.
Graduation requirements and pathways for Class of 2019, 2020, 2021 and beyond are different from 2018 pathways and need to be reviewed to ensure components are in place to support students in Class of 2019, 2020, 2021 and beyond.*