**Approved Facility Schools**

**Graduation Requirements Guidance Document**

**Adopted 3-25-2012**

**Revised 4-26-2012**

**Revised 11-8-2017**

**Revised 2-7-2018**

# CFSB logo co_cde__dept_300_rgb_standardIntroduction

The information provided in this document is intended to assist Approved Facility Schools in implementing the graduation requirements as adopted by the Colorado Facility Schools Board. This document will be revised as state and office guidelines are periodically updated. The revisions will be sent to each approved facility school and posted on the Office of Approved Facility Schools web page.

# General Information

Students in facility school placements may seek to receive a diploma from either their home school/district or from the Colorado Facility Schools Board. If the parent/student wishes to pursue a diploma from the home school/district, the facility school’s staff should assist the student in compiling transcripts and working with the home school/district to obtain a credit evaluation. If the home school/district identifies requirements that have not yet been met, the facility school should work with the student and family to determine if the requirements can be met, the options available to gain the needed credits or requirements and the timelines needed to complete the requirements. Every effort should be made to provide the student/family with needed information so that appropriate decisions can be made regarding the next steps for the student.

Tools to support facilities and students in planning for graduation will be provided to each approved facility school and will be posted on the Office of Approved Facility Schools web page. Resources will include:

* Information and link to College in Colorado (CIC) and descriptions of what types of resources are available
* Link to the Office of Approved Facility schools graduation requirements
* Student graduation checklist

It is important to start graduation planning early – as soon as the student enters 9th grade or at age 14 – so that the student has the best opportunity possible to earn the credits needed to receive a high school diploma and be able to document their accomplishments.

If the student/family chooses to pursue a diploma issued by an Approved Facility School or the Colorado Facility Schools Board, the procedures described in this document in combination with the graduation requirements adopted by the Colorado Facility Schools Board will be used.

# Graduation Requirements

Graduation Requirements – Academic Credits:

To receive a high school diploma from any Approved Facility School or the Colorado Approved Facility Schools Board, a student will have successfully completed courses to meet the following academic credits.

**English/Language Arts** – 4 Credits

* + - Literature
		- Composition
		- Speech/Communication
		- Language Arts Electives

**Math** – 3 Credits

* Algebra I or integrated equivalent (1 credit) \*\*
* Geometry or integrated equivalent
* Financial Literacy
* Math Electives

**Social Studies** – 3 Credits

* Civics/Government (.5 credit) \*\*
	+ - American History
		- World History
		- Geography
		- Cultural Studies or Social Studies Electives

**Science** – 3 Credits

* + - Life Science
		- Earth/Space Science
		- Physical Science

**Elective Credits** – 9 Credits

* Computer/Technology Literacy (.5 credit)\*\*
* Others (Fine Arts, Service Learning, Physical Education, Health)

**TOTAL – 22 Credits**

The specific courses marked with \*\* are required for graduation. All students must complete courses in each **BOLDED** content area, but are not limited to those courses listed**.** All Approved Facility Schools will offer courses selected from the Approved Facility Schools Course Code list. This list is a subset of the approved Colorado Department of Education Common Course Codes.

To receive a high school diploma from any Approved Facility School or the Colorado Approved Facility Schools Board, a student will have successfully met the requirement for ***one*** of the following options in English and ***one*** of the following options in Math. Students must demonstrate college or career readiness in English and Math based on at least one measure, starting with the graduating class of 2021.

MENU OF OPTIONS. This menu lists the minimum scores required.

**ACCUPLACER**

* English 62 on Reading Comprehension

 OR 70 on Sentence Skills

* Math 61 on Elementary Algebra

**ACT**

* English 18 on ACT English
* Math 19 on ACT Math

**ACT Work Keys – National Career Readiness Certificate**

* English Bronze or higher
* Math Bronze or higher

**Advanced Placement**

* English 2
* Math 2

**ASVAB**

* English 31
* Math 31

**Concurrent Enrollment**

* English Passing grade of C or better
* Math Passing grade of C or better

**District Capstone**

* English Individualized
* Math Individualized

**Industry Certificate**

* English 18 on ACT English
* Math 19 on ACT Math

**International Baccalaureate**

* English 4
* Math 4

**SAT**

* English 470
* Math 500

**Collaboratively-developed, standards-based performance assessment**

* English State-wide scoring criteria
* Math State-wide scoring criteria

\*For further details regarding the above menu options, see the Graduation Guidelines, Menu of College and Career-Ready Demonstrations at [CDE Postsecondary Graduation Guidelines](http://www.cde.state.co.us/postsecondary/graduationguidelines)

Information regarding Capstone projects may be found in the Approved Facility Schools Capstone Handbook, and at [Facility Schools Information on Laws](file:///C%3A%5CUsers%5Cdunaway_w%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.Outlook%5CJLMQFERT%5Cwww.cde.state.co.us%5Cfacilityschools%5Claws).

Academic Credits:

All approved facility schools shall follow the guidelines in the table below in assigning credits to student instruction/contact hours. Facility School class periods are typically one hour per day, five days per week. This could exceed those hours in the table below – Please use this only as a guide.

| Student Hours | Credit Hours | Student Hours | Credit Hours |
| --- | --- | --- | --- |
| 0-12 | .1 | 61-72 | .6 |
| 13-24 | .2 | 73-84 | .7 |
| 30 | .25 | 90 | .75 |
| 25-36 | .3 | 85-96 | .8 |
| 37-48 | .4 | 97-108 | .9 |
| 49-60 | .5 | 109-120 | 1 |

Example – A typical Quarter of school would be equal to .25 credit. A full semester of one course would equal .5 credit. This is based on a typical schedule where classes meet for approximately 50 minutes each day, 5 days per week.

# Process to Obtain Diploma from Facility Schools Board

Graduation Application:

A graduation application must be submitted by the Approved Facility School on behalf of each student wishing to receive a high school diploma from the Colorado Facility Schools Board. The application and necessary documentation must be submitted to the Office of Approved Facility Schools. The application is posted on the Office of Approved Facility Schools web page and will be made available to all Approved Facility Schools annually.

The application includes the information prescribed by the Facility Schools Graduation Committee and the Office of Approved Facility Schools, necessary to determine whether graduation requirements have been met. Applications shall consist of documentation of attainment of the graduation requirements adopted by the Colorado Facility Schools Board, including a final transcript. If a student does not meet requirements as stated, please provide necessary, appropriate documentation to describe the modified program of study. Please note if the program of study is modified per an Individualized Education Plan (IEP). All documentation must be saved in the Student Information System, in a secure location at the Approved Facility School, and shared with the Home School District. The Approved Facility School must ensure the student name to be on the diploma is verified as the student’s legal name.

As part of the graduation application process, timelines for the submission of applications shall be specified. Facility schools should plan to submit the application for graduation at least 60 days prior to the students anticipated graduation date, or the earliest point possible within the semester in which the student plans to graduate. Alternate procedures will be in place for those students who may enter the facility mid-semester or later, but would be able to complete the graduation requirements by the end of that semester.

The Office of Approved Facility Schools will review all graduation applications. The office staff will involve the Facility Schools Graduation Committee as needed, and notify the requesting facility school of its decision. Upon approval the facility school shall notify the home district and ensure all documentation is in the Student Information System, as well as filed in hard copy at the facility school.

Review Committee:

A Facility Schools Graduation Committee has been established for the purpose of reviewing graduation applications, if necessary. This committee will make recommendations regarding whether students have met the graduation requirements adopted by the Colorado Facility Schools Board and whether any exceptions to those requirements may be granted.

Educators from Approved Facility Schools serve as volunteers for this standing committee. One or more representatives from public schools (high school counselors or Out of District Coordinators) may also be asked to participate. The committee would review the graduation applications in collaboration with the Office of Approved Facility Schools.

A process for appealing decisions to the Facility Schools Board, including timelines for the submission of an appeal, will be available if the facility or the family disagrees with the decision of the Office of Facility Schools and Facility Schools Graduation Committee. The decision of the Colorado Facility Schools Board is final.

# Other Information

All facility school students will be assessed in reading and mathematics with a common assessment, approved by the Office of Approved Facility Schools. The assessment will ensure students have demonstrated growth and attain an adequate level of proficiency in order to graduate. The Colorado State Board of Education also requires demonstration of proficiency in English Language Arts and Mathematics to ensure students meet college and career readiness expectations for graduation. Refer to the list of options in this document (page 4).

Some colleges and universities may have admission requirements, such as foreign language, that are not included in the facility schools high school graduation requirements. For students planning to apply to a college or university, it will be important to select classes based on the college entrance requirements. Suggestions will be provided for options to support students in accessing instruction in subject areas that are not part of the graduation requirements for facility schools (i.e. community college, on-line courses, etc.). Students who are not planning to attend college will be able to meet the graduation requirements with classes appropriate to their needs and interests.

The purpose of the Culminating Reflective Senior Project is to give students the opportunity to reflect on their own educational experiences and to appreciate what they have learned, the skills they have gained and the challenges they have faced. The project is intended to represent the celebration and rite of passage that high school graduation symbolizes. It is a way to bring focus to the student’s education achievements that may have occurred in many locations and circumstances over the course of their academic career and to look forward to how those achievements might be used in the student’s next steps. The project is not required by the Colorado Facility Schools Board to graduate.

The Independent Living Checklist is recommended to provide information and experiences to assist the student to be successful and contributing members of the community after graduation and facility placement. The checklist is incorporated into various secondary transition resources and course curriculum, and is not a stand-alone graduation requirement. Information about the checklist may be found on the Office of Approved Facility Schools website.