

HIGH SCHOOL GRADUATION POLICY

Class levels are assigned on the basis of accumulated credits. Students are required to carry a credit load of at least six credits per academic year.

The following distribution of courses is required for graduation:

Class of 2018 (22 Credits Total to Graduate)

Core Subjects Graduation Requirement

| | |
|-------------------|-------------|
| English | 4 Credits |
| Mathematics | 3 Credits |
| Science | 3 Credits |
| Social Studies | 3 Credits |
| Phys. Ed. | 1 Credit |
| Health | .5 Credit |
| Fine Arts | 1 Credit |
| Electives | 6.5 Credits |
| Community Service | 20 Hours |

Professional Internship 30 Hours

Class of 2019 (22 Credits Total to Graduate)

Core Subjects Graduation Requirement

| | |
|---------------------------|------------------|
| English | 4 Credits |
| Mathematics | 3 Credits |
| Science | 3 Credits |
| Social Studies | 3 Credits |
| Phys. Ed. | 1 Credit |
| Health | .5 Credit |
| Fine Arts | 1 Credit |
| Financial Literacy | .5 Credit |
| Electives | 6 Credits |
| Community Service | 20 Hours |

Professional Internship 30 Hours

OOB Senior Internship

OOB Seniors end classes in early May and spend the next three weeks on site at various businesses in the community. The students will be required to work at the site for 30 hours minimum. They must attend career and internship preparation workshops and meet with an OOBHS faculty advisor (a senior teacher) throughout their senior year from October through June. During the month of May as they transition into fully completing their internship hours, they will meet once a week with their faculty advisor in order to process their experience as well as write one 300-word reflection paper and complete a formal presentation centered around the guiding principles and their internship experience. The presentation is performed in front of a community panel made up of the site supervisor, a chosen peer, and chosen adult family members and/or faculty members. This is a graduation requirement starting with the Class of 2018.

Internship Requirements Include:

- 30 Hours On-Site in Career Field of Choice
- Contract Agreement Signed by Site Supervisor/Student/Parent/Faculty Advisor
- Supervisor Evaluation of Student (to be completed by the Site Supervisor)
- 1 300-word Written Reflection centered around Guiding Principles
- 1 Final Presentation (10 minutes long with visual aids included)
- 1 Thank You Card sent to site by June 1st
- Participation October Career Prep Intern Workshop
- Participation in February Resume/Interview Workshop
- Participation in April Reflection/Presentation Preparation Workshop
- Completion of Self-Evaluation
- Completion of a Feedback and Recommendations Survey for Improvement Efforts
- Monthly/Weekly Participation in Individual Internship Support Meetings w/ Guidance and/or Faculty Advisor (Nov-April)

Seniors are provided with ample and continuous support from the internship coordinators, guidance team, and faculty advisors throughout their senior year in order to ensure that they have all the tools to be successful and are ensured a valuable and positive experience that is individualized to their personal needs, desired interests and long-term career goals. The internship coordinators, guidance team, special education, and administrative teams additionally collaborate and approve accommodations to the above listed requirements as needed for students with unique needs and abilities.

| Internship Timeline and Important Dates | |
|--|--|
| Early October | Career Internship Workshop |
| November 1st | Career Interest & 6 Potential Sites List Due |
| November-March | Individualized Monthly Meetings w/ Faculty Advisor |
| Late January (End of S1) | Site Determined and Signed Contract Due |
| February | Resume Writing & Interviewing Skills Workshop |
| April | Reflection and Presentations Workshop |
| Last week of March | End of Quarter 3 |
| April-May | Individualized Weekly Meetings w/ Faculty Advisor |
| Early May | Seniors Finals Week and On-site Internships Begin |
| Mid-Late May | On-site Internships Reflections/Presentations Work Continues |
| Mid-May | Written Reflection is Due |
| End of May/Early June | Formal Internship Presentations in front of Community Panel |
| Early June | Senior Activities and Graduation Practice |
| Early Sunday in June | Graduation |

Class Assignments

Sophomore Class Standing: Completion of 5 credits, including 1 credit of English, .5 credit of social studies.

Junior Class Standing: Completion of 11 credits, including 2 credits of English, 2 credits of mathematics, 1 credit of science, and 1.5 credits of social studies.

Senior Class Standing: Completion of 16 credits, including 3 credits of English, 2 credits of mathematics, 2 credits of science, and 2.5 credits of social studies.

And Old Orchard Beach High School student with senior status, who has satisfactorily completed his/her freshman year in an accredited degree-granting institution of higher education, may receive an Old Orchard Beach diploma even though he/she may not meet all statutory and regulating diploma requirements. A student must apply for, and receive, permission from the principal, the superintendent and the school board prior to entering the freshman college program.

Students who do not meet the graduation requirement at the time of scheduled graduation will not receive a diploma or be able to participate in the commencement ceremonies. However, if a student is within two or fewer credits of meeting the graduation requirements, the student may complete the credits in summer school within a 6 month time period. Upon successful completion of all requirements, that student will receive a diploma. Parents of students who are in jeopardy of not graduating will be given verbal

and written notification, as soon as the problem is identified. A follow up meeting with the parent/guardian will be scheduled.

The Old Orchard Beach School system will comply with all state and federal requirements in regards to graduation.

Additional Consideration Applicable to Awarding of a Diploma

In order to pursue a multiple pathway option to meet a graduation requirement, the option must be accountable by providing a quality learning experience that is rigorous. Multiple pathway experiences will be determined, assessed, and documented through the school administration and guidance department, and with Department Coordinator approval, when deemed necessary. This pathway option may occur beyond the academic course offerings.

Pathway options include the following:

- Early College/Dual Enrollment Courses
- Career and Technical Education Programming
- Online/Virtual Learning
- Alternative/At-Risk Programming
- Apprenticeships/Internships and Additional Field Work and/or Exchange Experiences
- Approved Adult Education Courses

*A student is required to take a minimum of six (6) courses to be considered a full-time student to qualify to participate in co-curricular and extracurricular activities and graduation exercises.

**Awarded credit(s) for a course/pathway option will be identified as an “elective” credit with a pass/fail grade on a student transcript. A course, which is of higher-level status than offered at the high school within the core requirements, may be awarded as a core credit with a grade with approval of the principal and guidance department.

Legal Reference: 20-A M.R.S.A § 4722
Ch. 127 § 7 (Me. Dept. of Ed. Rule)

Cross Reference: IHCDA-Post-Secondary Enrollment Options
IK – Student Achievement
IKFA – Early Graduation

Adopted: 3/18/2017
Revised: 00/00/0000