

**GRADUATION REQUIREMENTS  
LANDMARK HIGH SCHOOL  
May 2012**

Since September 1980, the Landmark School has granted diplomas to qualified members of the senior class. Landmark is accredited by the New England Association of Schools and Colleges (NEAS&C), and a member of the National Association of Independent Schools (NAIS), the Association of Independent Schools of New England (AISNE), and the Massachusetts Association of 766 Approved Private Schools (MAAPS).

Students and parents desiring a diploma from the Landmark School should carefully read the requirements outlined below and seek clarification of any points which may be unclear. A Diploma Committee has been established to oversee the granting of diplomas. This Committee will make all final decisions regarding the standards of graduating seniors, monitor the progress of senior students and meet on an ongoing basis to advise students of progress toward the granting of a diploma. The Committee also has the right to modify or waive any of the requirements in individual cases.

Members of the Diploma Committee are:

Headmaster  
Head of High School  
Prep School Coordinator  
Academic Dean  
Director of Guidance  
Public School Liaison  
Department Chairpersons  
Guidance Counselors  
Academic Case Manager Representative  
Faculty Member  
Assistant Academic Dean

Non-Voting Members are:

Attendance Monitor  
Academic Case Manager  
(case specific)  
Assistant Registrar

1. Declaration of Intent

Each senior student who wishes to be awarded a diploma from a school other than Landmark must notify the Director of Guidance of this intention before the end of the first quarter. Students who are uncertain as to their class standing or whether they may be eligible for a diploma should meet with the Registrar or Director of Guidance to determine their status. Early declaration of intent is necessary to ensure that students meet the basic conditions and are enrolled in the specific courses required to meet the stipulations for earning the diploma.

2. Attendance Requirements

a. Enrollment

By June of the year in which the student wishes to be granted a diploma he or she must have been in attendance at the Landmark School for a minimum of one full academic year. Attendance in classes must begin no later than the start of the second week of classes. All seniors must be in attendance at Landmark School to be granted a Landmark Diploma.

b. Attendance Policy

Regular attendance at school is vital for academic progress. Students are expected to be in school unless prevented from doing so by illness. While the school is accommodating of absences caused by illness, it reserves the right to withhold academic credit for specific courses or for an entire quarter when such absences exceed 3 days unexcused or 9 days total (excused and unexcused) in a given quarter, or 15 days total absences in a semester. The decision regarding the withholding of credit rests with the Diploma Committee.

An excused absence is defined as the following:

- An absence for which a note from a “certified medical practitioner” is provided
- An absence for a school or college visit that has been approved by Landmark prior to visit and for which a college/school visit pass has been completed and approved
- An absence dictated by the school; i.e., suspension
- A religious holiday

An unexcused absence is defined as any day or part of day missed that does not fit the above categories. This would include absences due to travel or extended vacations. Students are marked for ½ day absence when they miss one or two periods of class work. Students missing three or more classes are marked absent for a full day.

c. Medical Leave Policy

A medical leave may be granted to students needing additional time out of school to address serious medical or psychiatric needs. Students requesting such a leave must present the Diploma Committee with a written statement including a treatment plan from a medical doctor. Medical leaves of one to three weeks may be granted and credit may be earned, but not guaranteed, if students complete their academic work upon their return to school. If a student requires additional medical leave time beyond three weeks and within the same school year, whether it is in connection to the original leave or a separate matter, an additional request must be submitted to the Diploma Committee with the understanding that credit may be jeopardized. In order to ensure coordination of services and/or follow up, the Director of Counseling Services has to be allowed communication with care providers when students are evaluated in an emergency room for psychiatric difficulties, or hospitalized in a psychiatric institution, either in an overnight or day treatment facility. The Director of Counseling and Academic Dean will monitor all medical leaves.

3. Minimum Chronological Age

Senior students must reach their 17<sup>th</sup> birthday by January 1<sup>st</sup> of the year in which they graduate.

4. Grade Level Placement

Senior students must progress sequentially through each of the 12 grades, spending at least one year in each grade. Determination of grade placement will be made by review of previous academic records and previous grade placement. The Committee will consider any

pertinent information provided by the student or parent, but will make the final decision on these matters.

In order for senior year applicants to qualify for grade 12 placement, students must begin the academic school year with a grade level score of 5.5 on the Word Identification subtest of the Woodcock Reading Mastery Test- Revised and a minimum grade score of 40 on the Degrees of Reading Power Test (DRP), Test Level 6 (J6 or K6). Should these scores not be attained at the time of admissions to Landmark, a written understanding of the student's required length of enrollment will be communicated to the student and his/her family by Landmark's Admissions Office. Please note that a student who meets these initial senior grade placement requirements still needs to meet Landmark's other graduation requirements.

#### 5. Required Core Courses

All senior students are expected to meet the following minimum course requirements. The school recommends and encourages students to take additional academic courses, particularly if they are considering post-secondary education.

4 years of English

3 years of Mathematics

2 years of Science

2 years of Social Sciences (one of which is U.S. History)

1 year of Physical Education

Students must complete one year of Physical Education/Health. Students may also meet this requirement by participating in three Landmark interscholastic sports at any level during their tenure at Landmark. Certification of participation in a sport will be granted through the Athletic Director's office for students who have attended 90% of the practices and games. Documentation of participation will be given only to team players and not to team managers, trainer assistants or statisticians.

Students are also expected to carry other academic or vocational courses to comprise a full course load.

#### 6. Competency Testing

Landmark School strives to ensure that all graduating students possess the basic skills and information required to function effectively in society. All seniors are required to meet the competency requirement.

All seniors are required to meet either of the following two options:

*a) A grade level score of 7.0 on the Word Identification subtest of the Woodcock Reading Mastery Test-Revised, and a minimum score of 50 on the Degrees of Reading Power Test (DRP), Test Level 6(J6 or K6), or*

*b) A score of 55 on the Degrees of Reading Power Test (DRP), Test Level 6 (J6 or K6).*

The Degrees of Reading Power Test (DRP) consists of nonfiction paragraphs and/or passages on a variety of topics. Within the test, words have been deleted. Students are expected to read the passages and supply the missing words from among the four or five choices given for each deletion.

DRP results are reported in a range of numbers rather than in grade levels. After correcting a silent reading test that the student is given, the test administrator is given a range of scores (DRP scores), which correspond to the levels of various books and other reading material. A DRP score of 55 is equivalent to that of an average middle school textbook.

The Senior Competency Examination is given in the fall to all seniors. This test contains material on practical mathematics, reading skills and general knowledge of geography, history, civics, science and practical life skills.

Students who do not pass the first competency test will receive additional instruction in classes and tutorials and will have the opportunity to retake the test during the second semester.

## 7. Academic Grades

Senior students will be graded on a quarterly basis. The grading process will consist of an academic grade reflecting mastery of material presented in the specific class.

Academic grades will be marked as follows:

A –Expectations Exceeded

B –Expectations Met

C –Expectations Partially Met

D –Expectations Not Met

F – Failing as a Result of Resistance to Expectations

Effort grading will be considered in the following eight categories, with ratings as listed:

Homework Completion

Preparation

Punctuality

Participates Actively

Seeks Help when Needed

Accepts Instruction & Criticism

Respectful & Cooperative Attitude

Organization of Academic Materials

**Effort Ratings:**

C – Commendable

S – Satisfactory

U – Unsatisfactory

While individual departments and instructors have the right to set appropriate standards for their particular courses, the minimum passing grade will be D-.

Senior students are expected to maintain passing grades in all courses. Failure to do so may be cause for the Diploma Committee to refuse to grant credits for failed courses to withhold the diploma.

In addition, please note that if any senior fails any Landmark School course or courses for the fourth quarter, the student may not be granted a diploma. Further, the student may be required to attend summer school to make-up the schoolwork to satisfy these requirements.

In non-academic courses, pass/fail grade will be used to determine the granting of credit.

8. Other Notes and Policies

- a. A Notice of Performance will be sent to notify parents and students of any significant changes in the student's performance and/or effort.
- b. If a student is not participating in the Commencement Ceremony of May/June, she/he is expected to attend classes through the balance of the school year. Exceptions to this policy can only be granted by the Diploma Committee.

9. Financial Obligations

All financial obligations to Landmark School must be met in order for students to be eligible to take final examinations or to have final teacher reports filed. In the event financial obligations are not met, an incomplete will appear on his/her school transcript. Concerns or questions about outstanding financial obligations may be discussed with the Business Manager.

10. Graduation Dates

Landmark School offers the opportunity to graduate at two specific times during the academic school year for seniors who have met all of the minimum graduation requirements. The first opportunity is in January, at the end of the first semester. The second opportunity is in May/June, at the end of the second semester.

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