



South Bend Community School Corporation

Special Education Department

Certificate of Completion Proposed Course of Study

9th Grade

Practical English 1	Practical English 2
Practical Math 1	Practical Math 2
Career Awareness/Job Shadowing	Career Awareness/Job Shadowing
Practical Geography	Practical Geography
Health	Health
Elective	Elective
Elective	Elective

10th Grade

Practical English 3	Practical English 4
Practical Math 3	Practical Math 4
Career Preparation/Training	Career Preparation/Training
PE	PE
Interpersonal Skills	Independent Living Skills 1
Elective	Elective
Elective	Elective

11th Grade

Practical English 5	Practical English 6
Practical Math 5	Practical Math 6
US History	US History
Elective	Elective
INTERN or Work Experience	INTERN or Work Experience
INTERN or Work Experience	INTERN or Work Experience
INTERN or Work Experience	INTERN or Work Experience

12th Grade

Practical English 7	Practical English 8
Independent Living 2	Independent Living 2
Government	Street Law
Elective	Elective
INTERN or Work Experience	INTERN or Work Experience
INTERN or Work Experience	INTERN or Work Experience
INTERN or Work Experience	INTERN or Work Experience



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CERTIFICATE OF COMPLETION Graduation Requirements

Special education students who are *not* working toward a high school diploma may receive a Certificate of Completion upon graduation from high school (IC 20-35-4-11). The intent of the Certificate of Completion is to award a document to a special education student who completes the public education program as prescribed in their IEP.

Students are awarded this Certificate as a part of the high school graduation ceremony. No distinction is made between students receiving a diploma versus those receiving a certificate. Students may fully participate in graduation activities.

South Bend Community School Corporation does not have specific established criteria for students to receive a **Certificate of Completion**. Each special education student's requirements must be prescribed in his/her IEP.

Graduation requirements must be fully delineated in the IEP and mirror the expectations for earning a high school diploma with regard to attendance and credits. These requirements and expectations must be made clear to the student and their parents at the eighth grade annual case conference.

Goals and objectives are documented in the Quarterly Progress Reports. To this end, it is recommended that each student working toward a Certificate of Completion have specific graduation requirements in their IEP beginning in their freshman year and continuing through their senior year.

While the IEP and graduation requirements are individualized in the IEP, the following are the minimum requirements expected of all students.

Basic Requirements For Certificate of Completion

Attendance – 90% per year, allows 9 absences per semester. A student is in a no credit status after 9 absences in a semester. Students will follow the SBCSC attendance policy for credit redemption and medical waivers.

Credits – 40 *credits* are required for a student to receive a Certificate of Completion. A student has the potential to earn 48 *credits* in four years of high school.

While we use the word *credit* for the requirements everyone must understand that *credits* earned for certificate track classes do not count as credits towards a high school diploma.

Certificate *credits* could include a combination of both certificate track and diploma track courses. Accommodations such as the pass/fail grading option for diploma track courses will allow the *credit* to be counted toward the 40 *credits* required.

Students changing from a diploma to certificate track during high school may need to have their *credit* requirements adjusted to reflect their new status. For example, the decision is made at the 8th grade conference that the student will work towards a diploma but it is later determined by the case conference committee that this is not an appropriate option for the student. The required number of *credits* must be pro-rated, i.e. a student placed on the certificate track at the end of his freshman year will be required to have 30 *credits*, etc.

The change from diploma to Certificate of Completion *cannot* be made after the beginning of the fourth year of high school. Students who have been working towards a Certificate of Completion will not be accepted at the Bendix School to earn secondary school credit in pursuit of a high school diploma.

INTERN or Work Experience – It is strongly recommended that students participate in the intensive INTERN (1/2 day) program for a full year thus earning 6 *credits*. Students can also earn *credits* for Work Experience (paid) depending on the number of hours worked.

Certificate of Completion “Waiver”

As with students pursuing a diploma, students pursuing a certificate can apply for a “waiver” if they do not meet all the requirements set forth in their IEP.

The “waiver” process necessitates a written request to the Teacher of Record (TOR) by the student or the parent specifying which requirement should be “waived” and the justification for the waiver.

The Teacher of Record then consults with a school administrator and makes a recommendation to the case conference committee. The case conference committee then convenes to approve or deny the “waiver” request.