

# REYNOLDS JR.-SR. HIGH SCHOOL

531 REYNOLDS ROAD, GREENVILLE PA 16125, MERCER COUNTY



**John Sibeto**  
Superintendent of Schools

**Mr. Scott Shearer, Principal**  
**Mr. John Tofani, Head Teacher**  
Phone: 724-646-5701  
Facsimile: 724-646-5705  
E Mail: [sshearer@reynolds.k12.pa.us](mailto:sshearer@reynolds.k12.pa.us)  
E Mail: [jtofani@reynolds.k12.pa.us](mailto:jtofani@reynolds.k12.pa.us)

Dear Parent or Guardian,

The Reynolds School Board of Directors approved a change to the graduation requirements for all students starting with the class of 2022 and beyond.

The Pennsylvania Department of Education includes an industry-based learning requirement as part of the Future Ready Index and Every Student Succeeds ACT (ESSA) State Plan. The Industry-Based Learning Requirement falls within one of the three categories (College & Career Readiness Measures) of the Future Ready Index. I have enclosed a synopsis as well as an outline of the requirements that your son or daughter will need to complete along with earning 26 credits, meeting attendance codes, and meeting requirements set forth by ACT 158 of 2018 for the Class of 2022 and beyond in order to receive their Reynolds High School Diploma. The high school Guidance Counselors will be meeting with your son or daughter to discuss these procedures and requirements.

Please review the enclosed documents and keep for your reference. I ask that you and your son or daughter complete the bottom half of the second page of the procedures document. The sign-off portion of this page needs to be completed and returned as soon as possible to the high school office. The documents can also be found on the Reynolds School District webpage.

Sincerely,

Scott L. Shearer  
Principal

## GRADUATION REQUIREMENTS – REYNOLDS HIGH SCHOOL

**CLASSES OF 2022 & Beyond:** Must meet all four criteria

1. 26 Credits
2. Attendance – must not miss more than 20 class periods per 180-day course
3. \*\* Complete Act 158 of 2018 Requirements (Keystone Exam Requirements) \*\*
4. Complete Industry-Based Standards Requirement – 9 hours of job shadowing or earn a nationally recognized credential

### **\*\* REQUIREMENTS SET FORTH BY ACT 158 OF 2018 (KEYSTONE EXAM REQUIREMENTS) \*\***

**OPTION 1: Keystone Exam Proficient Pathway** – Scoring Proficient or Advanced on each Keystone Exam – Algebra 1, Literature, & Biology

**OPTION 2: Keystone Composite Pathway** – Earning a satisfactory composite score on the Algebra 1, Literature, and Biology Keystone Exams by achieving at least a proficient score on one or more of the three exams and no less than a basic score on the remaining two – the satisfactory composite score as determined by PDE is 4452

**OPTION 3: Alternative Assessment Pathway** – Successful completion of locally established grade-based requirements for academic content areas associated with each Keystone Exam on which the student did not achieve proficiency **and** one of the following:

- Attainment of an established score on an approved alternative assessment (SAT, PSAT, ACT, ASVAB)
- Attainment of an established score on an AP Exam in the area a student did not score proficient on the Keystone Exam
- Successful completion of a concurrent enrollment course in an academic content area associated with each Keystone Exam in which the student did not achieve a proficient score.
  - Examples:
    - Not scoring proficient/advanced on Algebra Keystone Exam means you must pass Geometry course
    - Not scoring proficient/advanced on Biology Keystone Exam means you must pass Biology 2 course
    - Not scoring proficient/advanced on Literature Keystone Exam means you must pass English 11

**OPTION 4: Evidence Based Pathway** – Successful completion of locally established grade-based requirements for academic content areas associated with each Keystone Exam on which the student did not achieve proficiency and demonstration of three pieces of evidence consistent with the student’s goals and career plans include:

One of the following:

- Attainment of an established score on the ACT WorkKeys Assessment or SAT subject test, an AP Program Exam
- Acceptance to an accredited nonprofit institution of higher education other than a 4-year institution and evidence of the ability to enroll in college-level coursework
- Attainment of an industry-recognized credential
- Successful completion of a concurrent enrollment post-secondary course

Two additional pieces of evidence including:

- One or more of the options listed above
- Satisfactory completion of a service-learning project
- Attainment of a score of proficient or advanced on a Keystone Exam
- A letter guaranteeing full-time employment
- Certificate of successful completion of an internship or cooperative education program
- Satisfactory compliance with the NCAA core courses for college-bound student athletes with a minimum GPA of 2.0

**\*\* Students will take the Keystone Exams a minimum of two times if needed. No remediation courses will be offered during the school day. Study Island will be available to prepare for retake exams on the student’s own time. \*\***

## INDUSTRY-BASED LEARNING GRADUATION REQUIREMENT PROCEDURES

### WHAT IS AN INDUSTRY-BASED LEARNING REQUIREMENT?

- An experience designed to evaluate how students are engaged in work-and classroom-based activities prior to graduation.

### WHERE DID AN INDUSTRY-BASED LEARNING REQUIREMENT DEVELOP?

- The Pennsylvania Department of Education includes an industry-based learning requirement as part of the Future Ready Index and Every Student Succeeds Act (ESSA) State Plan.

The Future Ready Index includes three categories:

1. Statewide Assessment Measures
2. On-Track Learning Measures
3. College and Career Ready Measures
  - The Industry-Based Learning Requirement falls within College and Career Readiness Measures

### WHEN WILL THIS REQUIREMENT BEGIN FOR REYNOLDS STUDENTS?

- The graduation requirement will begin for the class of 2020 and beyond. All students in order to receive a diploma must complete and provide documentation of completion in one of the following areas.
  - WORK BASED-LEARNING EXPERIENCE
  - INDUSTRY-RECOGNIZED CREDENTIAL

### WORK-BASED LEARNING EXPERIENCE PROCEDURES:

- **JOB SHADOWING** – A Career Exploration activity in which students gain exposure to careers they are interested in pursuing by working with a business volunteer. There must be a minimum of three different experiences and each experience must have a minimum of three hours. The business volunteer/owner must sign the certification form indicating the date of the hours and completion. The certificate form must be submitted to the Guidance Office prior to May 15 of the graduation year. Job shadowing experiences can be completed at any time after the start of the students' 9<sup>th</sup> grade year. All questions are to be directed to a Guidance Counselor.

- **INDUSTRY-RECOGNIZED CREDENTIAL** – An Industry-Recognized Credential measures competence in core content and performance standards in a specific set of work-related tasks. The work-related tasks and assessment must connect with workforce demands. Some examples of credentialing include the following: A student interested in Informational Technology, so earning an Adobe certificate, Microsoft Office, Network+, etc. would fulfill the requirement. A student interested in the Health Field could earn a CPR Heartsaver Certificate from the American Heart Association to fulfill the requirement. A student interested in Pre-Engineering and Drafting could earn a Drafting Certificate from the American Design Drafting Association. There are several Nationally Recognized Certificates that could fulfill this requirement. All work towards earning a certificate would be the responsibility of the student. All students need to get approved by a Guidance Counselor prior to beginning the certificate process. A signed and approved copy of completion of the certificate needs to be submitted to the Guidance Office prior to May 15 of the graduation year. Industry-Recognized Credentialing can be completed at any time after the start of the students' 9<sup>th</sup> grade year. If there are any questions or students want to research more types of credentialing, then please visit the following link on the PA Department of Education website:

<https://www.education.pa.gov/K-12/Career%20and%20Technical%20Education/Teacher%20Resources/IndustryRecognized/Pages/default.aspx>

---

(Please cut, sign, and return to the assigned teacher or Principal)

By signing this form, you have received & read the Graduation Requirement Procedures & understand that documented completion must be submitted prior to May 15 of the graduating year in order to receive a diploma on time.

\_\_\_\_\_  
(Student's Name)

\_\_\_\_\_  
Graduating Year

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Parent's Signature)

\_\_\_\_\_  
(Date)

## **JOB SHADOWING STUDENT FORM**

**NAME:** \_\_\_\_\_ **GRADE:** \_\_\_\_\_

**DATE(S):** \_\_\_\_\_

**NAME OF HOST BUSINESS:** \_\_\_\_\_

**ADDRESS OF HOST:** \_\_\_\_\_

**PHONE NUMBER OF HOST:** \_\_\_\_\_

**NAME OF CONTACT AT HOST:** \_\_\_\_\_

**1. List two specific observations from the experience.**

**2. List two questions during the experience and how the host answered them.**

**SIGNATURE OF CONTACT:** \_\_\_\_\_

**HOURS OF SHADOWING:** \_\_\_\_\_

## PLAN AHEAD SHEET

Use the chart below to help you look over your entire four years in high school. Consider the required credits for graduation and then decide which courses you will choose and when you will take them. Write in your course titles in the spaces on the chart. Check the number of credits you have earned and plan to earn. Will you have the 26 credits required for graduation? Your counselor will gladly assist you in planning ahead for courses and careers. Your parents or guardians should also be well aware of your thoughts and interests as you go through this planning process. Make sure you involve them early rather than late.

Note: All courses are open to all students who meet the pre-requisite requirements.

<b>SUBJECT FIELD</b>	<b>9<sup>TH</sup></b>	<b>10<sup>TH</sup></b>	<b>11<sup>TH</sup></b>	<b>12<sup>TH</sup></b>	<b>REQUIRED CREDITS</b>
English					4.5
Social Studies					4.0
Mathematics					4.5
Science					3.5
Elective (Required Minimum)					6.5
Elective (Additional)					
#Family & Consumer Science					0.5
#Computer Studies					0.5
#Intro to Mat. Processing					0.5
Phys. Ed.					1.5
Health					0.5
<b>Total</b>					<b>26</b>

# 2 of 3 required for graduation

