

HIGH SCHOOL GRADUATION REQUIREMENTS

PROCEDURES:

Publication of Graduation Requirements

Prior to registering in high school, and each year thereafter, each student and his/her parents or guardians will be provided with a copy of the graduation requirements in effect for that student (those in effect when the student enrolled in ninth grade unless ten years have elapsed). Graduation requirements shall also be included in the student handbook.

High School Completion

Each student is to develop, update as necessary, and initially have on file a high school completion plan approved by the parent. Counselors will provide assistance to incoming ninth graders and their families in developing educational plans. Changes in plans should normally reflect parent consent and should be submitted to the appropriate counselor. At the conclusion of each year the school will provide the student and his/her parents or guardians with a report which reflects the progress that has been made toward satisfying the graduation requirements. If progress is not normal, the school will identify alternative courses that can be taken to correct the deficiencies.

Required Subject Areas And Credits

The following credits and subject areas of study shall be required of each candidate for graduation:

Present through June 30, 2004

English	3.5 credits
Mathematics	2 credits
United States' History and Government	1 credit
Washington State History and Government	.5 credit
Contemporary World History and Problems	1 credit
World Geography	.5 credit
Science (1 credit in laboratory science)	2 credits
Occupational Education	1.5 credit
Physical Education	2 credits
Fine, Visual or Performing arts*	1 credit
Electives	<u>7.5 credits</u>

TOTAL**22.5 credits**

*Or additional credit from subject areas listed above

After June 30, 2004

English (reading, writing and communications)	3.5 credits
Mathematics**	2 credits
Science (physical, life and earth; one laboratory credit)	2 credits
Social Studies (civics, history and geography)	3 credits
Health and Fitness	2 credits
Arts	1 credit
Occupational Education ***	1.5 credit
Electives	7.5 credits

TOTAL:**22.5 credits**

In addition, students must satisfactorily complete a high school plus education plan, culminating project, and meet state Certificate of Academic Achievement requirements (in the event that these are adopted by the State as scheduled).

**Students must meet Algebra and Geometry standards through successful course completion, performance based assessment, or meet mathematics CAA requirement.

***.5 Occupational Education credits must focus on technology literacy or be demonstrated through a performance based assessment.

Subject Area Requirements And Approved Courses

The following courses are approved for satisfying the subject area requirements as established by the State Board of Education:

Present through June 30, 2004

- English
- Mathematics
- U. S. History and Government
- Washington State History and Government
- Contemporary World History, Geography and Problems
- Lab Science
- Occupational Education
- Physical Education
- Fine, Visual and Performing Arts (1987)

*Indicates a course that may satisfy more than one subject area requirement.

After July 1, 2004

Subject Area

- English (reading, writing and communications)
- Mathematics
- Science (physical, life and earth, including one laboratory credit.)

Social Studies (civics, history and geography)
Health and Fitness
Arts
Occupational Education
Electives

A high school plus education plan and culminating project are also required.

Credits

Students shall be expected to earn a total of 22.5 credits in order to complete graduation requirements. For credit purposes, a class must meet for a total of 180 (50-minute) hours of planned instruction or demonstrating competency through district-determined procedures.

The principal or designee is responsible for determining which credits will be recognized by the District for students enrolling from another state approved learning program (public school, approved private school, or home school) or from out-of-state or out-of-country. Credits from another Washington public school or accredited state private school or accredited out-of-state public or private school shall be accepted to the extent the credit matches a district graduation requirement or may be counted as an elective credit. Credits from unaccredited programs or home schools shall be evaluated as described below for homeschool students. Decisions of the principal or designee may be appealed to the Superintendent within fifteen school days of the initial decision.

Waiver Of Graduation Requirements

The following procedure shall be followed in graduation waiver requests:

- A. The principal is responsible for evaluating educational experiences of individual students and recommending graduation to the Superintendent when requirements have been met.

An individual student may be granted an exemption from any requirement in this policy if such requirement impedes the progress toward graduation provided there is a direct relationship between the failure to meet the requirement and the student's ability. When a 12th grade student transfers from another high school, the student may be permitted to graduate with a lesser number of credits provided that minimum state course and credit requirements are satisfied and the student successfully passes a full schedule of classes during his/her 12th year of school.

- B. Waiver of graduation requirements is determined by the principal. The procedure for processing requests for waiver shall be as follows:
 1. Request shall be initiated by the parent or the eligible student.
 2. The principal shall investigate the request for waiver of graduation requirements.

3. The principal shall make a determination in writing based upon appropriate data and upon conclusions of the investigation.
4. The principal shall develop appropriate record keeping procedures for storage of all pertinent data relating to each waiver request.
5. The parent or eligible student shall be notified that an appeal to the decision on waiver requests may be made in writing to the Superintendent no later than 30 days prior to the anticipated graduation date.
6. All state requirements must be satisfied except that Washington History and Government may be waived for students who have completed and passed a state history and government course in another state during grades seven through twelve and who have fulfilled study of the Washington State Constitution through an alternative learning experience approved by the principal. Additionally, physical education, pursuant to RCW 28A.230.050, may be waived upon written request of a parent or guardian on account of physical disability, employment, or religious belief or because of participation in directed athletics or military science and tactics. This shall not alter the credit requirements established by the Board.

Alternative Programs

Credit toward graduation requirements may be granted for planned learning experiences primarily conducted away from the facilities owned, operated, or supervised by a district.

A proposal for approval of out-of-school learning activities shall be submitted prior to the experience, shall be at no additional cost to the District, and shall include at least the following information:

- A. The objective(s) of the program;
- B. The teaching component(s) of the program, including where and when teaching activities will be conducted by school district certificated staff;
- C. A schedule of the duration of the program, including beginning and ending dates within the school year;
- D. A description of how student performance will be supervised, evaluated, and recorded by the certificated staff or by qualified school district employees under the direct supervision of the certificated staff;
- E. A description of intervention techniques and criteria for their use;
- F. A Description of how student performance will be assessed;
- G. Qualifications of instructional personnel; and
- H. Plans for evaluation of program.

A list of approved programs shall be kept on file in the Superintendent's Office. Reasons for approval or disapproval shall be communicated to those making the request.

Credit For Work Experience

The use of work experience as a part of the educational program of students should be regarded as part of the secondary school curriculum. The following are the bases upon which credit may be granted for work experience:

- A. The work program shall be supervised by the school;
- B. The work experience shall be specifically related to the school program of the student;
- C. Credit given for work experience shall represent growth in the student and the type of work done should have definite educational value;
- D. The job in which experience is gained shall provide varied experience;
- E. A work experience program shall be supplemented by an adequate program of guidance, placement, follow-up, and coordination between job and school by the career placement counselor;
- F. Work experience as a planned part of a school subject may be included in the credit given for that subject (e.g., sales training class);
- G. One work credit may be granted for not less than 360 hours of work experience related to a student's school program;
- H. A student participating shall be legally employed and must have passed his/her sixteenth birthday;
- I. An employer's report of the student's work record, indicating satisfactory progress on the job, shall be filed with the school;
- J. The regular state apprenticeship program, where the training is worked out cooperatively with the school and meets the standards for graduation requirements, is acceptable.

National Guard High School Career Training

Credit may be granted for National Guard high school career training in lieu of either required or elective high school credits. Approval by the District shall be obtained prior to a student's participation in a National Guard training program as follows:

- A. MIL Form 115 or an equivalent form now or hereafter provided by the National Guard shall be completed and filed with the District; and
- B. The number of credits toward high school graduation to be granted shall be calculated, agreed upon by the student and an authorized representative of the school district, and such agreement noted on MIL Form 115 or such equivalent form.

Credit toward high school graduation may be granted by the District upon certification by a National Guard training unit commander on the completion component of MIL Form 115 or such equivalent form that the student has met all program requirements.

Home School Credit

Guidelines for granting high school credit for home schooling are as follows:

- A. To gain credit for a course of study, a student shall provide:
1. A journal which reflects the actual work completed during a home-study course of study;
 2. Exhibit(s) of any specific projects completed (e.g., themes, research papers, art and/or shop projects); and/or
 3. Any such other performance-based exhibits of specific course-related accomplishments.
- B. To gain credit for a course of study, a student shall demonstrate proficiency at a minimum of 80% of the objectives of the course. Such testing shall be available as an ancillary service of the District if it is regularly available to all students. If not, the parent may engage district-approved personnel to conduct such an assessment at a cost to be determined by such personnel.

If a parent and/or student believes the above process is excessively burdensome, the student, if eligible, may apply to take the test of the General Educational Development.

Correspondence Courses

Credit for correspondence courses may be granted with the credit limitation, provided the following requirements are met:

- A. Prior permission has been granted by the principal.
- B. The program fits the educational plan submitted by the student.
- C. Credit is granted for the following approved schools:
 1. Schools approved by the National University Continuing Education Association or accredited by the National Home Study Council;
 2. Community colleges, vocational-technical institutes, four-year colleges and universities, and approved private schools in the state of Washington; and
 3. Other schools or institutions which are approved by the District after evaluation for a particular course offering.

Graduation Ceremonies

If students fulfill graduation requirements by the end of the last day of the senior term, they may participate in graduation ceremonies. If a student has more than three (3) credits to earn by the start of the last term of their senior year, he/she must be enrolled in classes to complete those credits by the end of the school year. Each student shall be awarded a diploma after satisfactorily completing local and state requirements. Upon request, each graduating student shall receive a final transcript. Each student shall be notified of this opportunity at least one month prior to the close of the school term.

Graduation ceremonies will be conducted in the following manner:

- A. Each participating student must participate in the graduation ceremony rehearsal. Each student who participates will purchase or rent the proper cap and gown as designated by the school administration and the class advisor and officers;
- B. Caps and gowns will be worn in the proper manner, as designated by the school administration and class advisor;
- C. Students who participate will be expected to use good taste in their choice of accessories for their attire;
- D. Each student who participates will be expected to cooperate with the class advisor and to participate in all parts of the graduation ceremonies; and
- E. Failure to comply with the above requirements will automatically forfeit a student's privilege of participation in the graduation ceremonies.

POLICY NO. 6200
Adoption Date: 1-24-96
Revised: 8-9-00
Revised: 3-24-04

HIGH SCHOOL GRADUATION REQUIREMENTS

POLICY:

Each student who has successfully completed an instructional program appropriate to his/her interests and needs shall be awarded a diploma at graduation ceremonies. The Board shall award a regular high school diploma to every student enrolled in the district who meets the requirements of graduation established by the District. Only one diploma shall be awarded with no distinctions being made between the various programs of instruction which may have been pursued.

The Board shall establish graduation requirements which, as a minimum, satisfy those established by the State Board of Education:

Present through June 30, 2004

English	3.5 credits
Mathematics	2 credits
United States' History and Government	1 credit
Washington State History and Government	.5 credit
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Occupational Education	1.5 credit
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In addition, students must satisfactorily complete a high school plus education plan, culminating project, and meet state Certificate of Academic Achievement requirements (in the event that these are adopted by the State as scheduled).

**Students must meet Algebra and Geometry standards through successful course completion, performance based assessment, or meet mathematics CAA requirement.

***.5 Occupational Education credits must focus on technology literacy or be demonstrated through a performance-based assessment.

A credit is defined as 180 (50 minute) hours of planned instructional activities excluding passing time. A Carnegie unit (180 hours/50 minute) is required unless a waiver process has occurred. No student may earn more than one credit/year to satisfy the state board requirements in English, Mathematics, and Science, except as provided in WAC 180-51-065. The Board shall approve additional graduation requirements as recommended by the Superintendent. The Superintendent shall develop procedures for implementing this policy which include:

- K. Prior to January 31, 2005, the Superintendent shall develop and implement a plan for involving staff, parents, students, and the community in the identification and determination of the education plan process for identifying competencies and that will constitute district credits in lieu of 150 hours of planned instruction per credit. The results of this planning process will be recommended to the Board. The Board's final decisions on these issues shall be incorporated into this policy prior to July 1, 2005.
- L. Recommending course and credit requirements which satisfy the State Board of Education requirements and recognize the expectations of the citizens of the district.
- M. Determining which courses satisfy particular subject area requirements and whether a particular course may satisfy more than one subject area requirement including a process for determining the credits the District will recognize for courses taken through another program recognized by the State (another public school district, an approved private school) or those courses taken by students moving into the state from another state or country. Decisions regarding the recognition of credits earned before enrolling in the district will be based on the professional judgment of the high school principal or designee based on an evaluation of the student's former program and demonstrated knowledge and skills in the discipline for which credit is sought. The decision of the principal may be appealed to the Superintendent within fifteen school days.
- N. Making graduation requirements available in writing to students, parents, and members of the public.
- O. Providing for a waiver of graduation requirements for an individual student when permitted.
- P. Granting credit for learning experiences conducted away from school, including National Guard high school career training.

- Q. Granting credit for correspondence, vocational-technical institutes, and/or college courses for college or university course work the District has agreed to accept for high school credit, state law requires that the District award one high school credit for every five quarter hour credit or three semester hour credit successfully earned through a college or university, except for community college high school completion programs where the District awards the diploma. Tenth and eleventh grade students and their parents shall be notified annually of the Running Start Program.
- R. Granting credit for work experience.
- S. Granting credit based upon competence testing, in lieu of enrollment.
- T. Granting credit for high school courses completed before a student attended high school, to the extent that the course work exceeded the requirements for seventh or eighth grade.
- U. Counseling of students to know what is expected of them for completion of their schooling.
- V. Preparing a list of all graduating students for the information of the Board and release to the public.
- W. Preparing suitable diplomas and final transcripts for graduating seniors.
- X. Planning and executing graduation ceremonies.

In the event minimum test requirements are adopted by the Board, a student who possesses a disability shall satisfy those competency requirements which are incorporated into the Individualized Education Program (IEP). Satisfactory completion of the objectives incorporated into the IEP shall serve as the basis for determining completion of a course.

A student shall be issued a diploma after completing the District's requirements for graduation. A student shall also be advised that he/she may receive a final transcript.

However, a student's diploma or transcript may be withheld until the student pays for any school property that has been lost or willfully damaged. Upon payment for damages, or the equivalency through voluntary work, the diploma or transcript will be released. When the damages or fines do not exceed \$100, the student or his/her parents shall have the right to an appeal using the same process as used for short-term suspension as defined in Policy No. 3241: Classroom Management, Corrective Actions, or Punishments. When damages are in excess of \$100, the appeal process for long-term suspension as defined in Policy 3241, Classroom Management, Corrective Actions or Punishments shall apply.

Graduation requirements in effect when a student first enrolls in high school shall be in effect until that student graduates unless such period is in excess of ten years.

In the event that other forms of corrective actions are imposed for violations of school rules, the student may be denied participation in graduation ceremonies. Such exclusion shall be regarded as a school suspension. In such instances, the diploma will be granted.

Cross References: (cf. Board Policy 5560)

Student Fees, Fines and Charges

Legal References

RCW 28A.230.090 High school graduation requirements or equivalencies —
Reevaluation and report by state board of education — Credit for courses
taken before attending high school — Postsecondary credit equivalencies

RCW 28A.230.120 Option to receive final transcripts — Notice

RCW 28A.600.300-400 Running Start

RCW 28A.635.060 Defacing or injuring school property — Liability of parent
or guardian

Chapter 180-50 WAC Courses of studies and equivalencies

Chapter 180-51 WAC High school graduation requirements

Chapter 180-57 WAC Secondary Education — Standardized high school
transcript

Chapter 392-169 WAC Running Start