

# Davis School District Policy and Procedures

**Subject: 4I-002 Graduation Requirements/School Credits**

**Index: Instructional Programs**

**Revised: April 17, 2018**

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## 1. PURPOSE AND PHILOSOPHY

- 1.1. The Board of Education of Davis School District (Board) has adopted this policy to specify standards and credit requirements for graduation from Davis School District (District) high schools and to provide for diplomas or certificates of completion consistent with state law and rules.
- 1.2. The District provides an environment where learning comes first. Students master essential learning skills, demonstrate civic responsibility, prepare for post-secondary education and careers, and engage in positive personal development. Educators collaborate with individual students and their parents to form a plan of action (SEP/Plan for College and Career Readiness) which ties these primary purposes to the needs and goals of the student through the instructional process. This SEP/Plan for College and Career Readiness process is essential as a planning process which guides students through their education and ensures that their education goals are achieved, culminating in graduation.

## 2. GRADUATION REQUIREMENTS

A school may award a High School Diploma, a Davis School District Diploma, a Skill Enhanced Diploma, or a Certificate of Completion:

### 2.1. ***High School Diploma***

A School Diploma may be awarded to a student who has:

- 2.1.1. enrolled in and attended the awarding school for at least the final semester of their senior year;
- 2.1.2. completed the academic requirements established by the Utah State Board of Education (State Board) in Utah Administrative Code R277-700;
- 2.1.3. completed the additional academic credit requirements as determined by the Board and enumerated in the *Course Requirements and Criteria for Graduation*.
- 2.1.4. completed the citizenship requirements as enumerated in *District Policy 4I-004 Citizenship Credit*.

### 2.2. ***Davis School District Diploma***

- 2.2.1. A Davis School District Diploma may be awarded to a student who has:
  - [a] been enrolled, at least one term prior to graduation, and attended their boundary high school;
  - [b] completed a Citizenship Contract, approved by the school's local case management team, in lieu of the requirements of *District Policy 4I-004 Citizenship Credit*;
  - [c] completed the academic requirements established by the State Board in Utah Administrative Code R277-700.
- 2.2.2. A student earning a Davis School District Diploma shall not be allowed to participate in graduation ceremonies.
- 2.2.3. A student must complete all requirements prior to September 30<sup>th</sup> immediately following his/her cohort's graduation.

### 2.3. ***Skill Enhanced Diploma***

- 2.3.1. A Skill Enhanced Diploma may be awarded to an alternative high school student who has:
  - [a] completed the academic requirements established by the State Board in

- Utah Administrative Code R277-700;
- [b] completed a minimum of 60 hours in post-secondary education or a technical training program in lieu of the additional elective units of credit required by the Board to receive a High School Diploma;
- [c] been enrolled in a Davis School District Alternative High School for the full semester immediately preceding graduation.

2.3.2. The Skill Enhanced Diploma shall contain a stamp or seal designating it as skill enhanced.

2.3.3. The transcripts of students earning the Skill Enhanced Diploma shall indicate the student has graduated in the same manner as students earning a regular High School Diploma.

#### 2.4. **Certificate of Completion**

A Certificate of Completion may be awarded to a student who has completed their senior year, is exiting the school system, but has not met all the requirements for a High School Diploma, a Davis School District Diploma, or a Skill Enhanced Diploma.

#### 2.5. **Seal of Biliteracy**

2.5.1 The District may award the Seal of Biliteracy in conjunction with a student's high school diplomas to a student who:

- [a] completes the application process;
- [b] demonstrates proficiency in an English assessment; and
- [c] demonstrates a minimum of Intermediate Mid-level proficiency in a world language assessment.

### 3. **ADULT EDUCATION SECONDARY DIPLOMA**

3.1. Davis Adult Education Program may award an Adult Education Secondary Diploma to a student who has:

- 3.1.1. paid the enrollment fee and become an enrollee in accordance with federal and state requirements;
- 3.1.2. completed a minimum of 1/2 credit in a general core academic subject in the Davis Adult Education Program;
- 3.1.3. earned at least 24 units of credit as outlined in the State Adult Education Policy and Procedures Manual in general core and other required areas; and
- 3.1.4. successfully completed a basic civics test or alternate assessment described in Utah Administrative Code R277-700-8.

3.2. Adult education students are eligible only for an Adult Education Secondary Diploma.

3.3. Adult education students shall not be allowed to participate in traditional school graduation activities or ceremonies.

### 4. **ACADEMIC COURSE REQUIREMENTS**

4.1. The Utah State Board of Education (USBE) has established minimum academic credit requirements for high school completion in courses approved by the State Board as follows:

- 4.1.1. Language Arts (4.0 units of credit);
  - 4.1.2. Mathematics (3.0 units of credit);
  - 4.1.3. Science (3.0 units of credit);
  - 4.1.4. Social Studies (3.0 units of credit);
- and successful completion of a basic civics test or alternate assessment described in Utah Administrative Code R277-700-8.

- 4.1.5. The Arts (1.5 units of credit);
  - 4.1.6. Physical and Health Education (2.0 units of credit);
  - 4.1.7. Career and Technical Education (1.0 unit of credit);
  - 4.1.8. Digital Studies (0.5 units of credit);
  - 4.1.9. Library Media Skills (integrated into subject areas);
  - 4.1.10. General Financial Literacy (0.5 units of credit).
- 4.2. Electives (5.5 units of credit). The Board has established additional course credit requirements for students of the District as follows:
- 4.2.1. Social Studies -- additional 0.5 units of credit to be earned in World Civilizations; and
  - 4.2.2. Electives -- additional 2.5 credits.
- 4.3. Courses qualifying to fulfill these requirements must be approved by the State Board as well as the Board. A detailed listing of the qualifying courses may be accessed from a student's guidance counselor.
- 4.4. Upon parental or student request, graduation requirements may be modified for an individual student to achieve an appropriate route to student success if the modification:
- 4.4.1. is consistent with the student's written IEP or Plan for College and Career Readiness that includes the parent's signature; and
  - 4.4.2. maintains the integrity and rigor expected for high school graduation.
- 4.5. In accordance with Utah Administrative Code R277-717 and District Course Grade Forgiveness Guidelines, a student may, to improve a course grade received by the student, repeat the course one or more times or enroll in and complete a comparable course.

## 5. CITIZENSHIP REQUIREMENTS

Graduation requirements in the District include satisfactory citizenship and adherence to the rules and policies of the school. Failure to remediate unsatisfactory citizenship grades shall result in withholding of the graduation diploma/certificate of completion. For specific details consult District Policy 4I-004 *Citizenship Credit Policy*.

## 6. FAILING GRADE/CITIZENSHIP NOTIFICATION

Earnest and persistent effort will be made to provide notice to the parent or guardian of a student receiving a failing grade or pending loss of citizenship credit, allowing time to remediate the grade or citizenship problem.

## 7. STUDENTS WITH DISABILITIES

Students with disabilities shall meet general graduation requirements with appropriate accommodations and curricular modifications as determined by their Individual Education Plans (IEP's).

- 7.1. Graduation issues must be addressed by the IEP team on an individual basis. The IEP is the vehicle for making changes to graduation requirements to meet the unique educational needs for students with disabilities. As such, the IEP must document the nature and extent of modifications, substitutions, and/or exemptions made to accommodate a student with disabilities. The decision to terminate services, through graduation, for a student with disabilities under the age of twenty-two, is an IEP team decision.
- 7.2. Graduation options, for students with disabilities whose same age peers will graduate

during a given academic year, include the following:

- 7.2.1. If all USBE and District graduation requirements are completed or if the student graduation requirements as amended on the IEP are completed; the student will graduate and receive a regular High School Diploma.
- 7.2.2. If graduation requirements as amended on the IEP are not completed and the student's IEP or transition plan documents the need for transition services offered by the District, the student shall be allowed to participate in the graduation ceremonies; however, a diploma shall not be issued until the student has successfully completed his/her program.
- 7.2.3. If graduation requirements as amended on the IEP are not completed before the student reaches age twenty-two, the student may be issued a certificate indicating that a record of competencies can be made available to them or to others who may legitimately inquire.
- 7.2.4. If graduation requirements as amended on the IEP are not completed due to factors that are **not** a direct manifestation of the student's disability, as determined by the IEP team, the student is not eligible to participate in graduation ceremonies or receive a regular high school diploma until the amended requirements are met.
- 7.2.5. If graduation requirements as amended on the IEP are not completed due to factors that are a direct manifestation of the student's disability, as determined by the IEP team, the student shall be allowed to participate in graduation ceremonies, but is not eligible to receive a regular high school diploma until the amended requirements are met.

## **8. TRANSFER STUDENTS**

- 8.1. The District will approve credits and grades received from an accredited public or private school. Credit earned at a school accredited by the USBE or the Northwest Accreditation Commission is accepted at face value in District schools. Credit earned at non-accredited schools must be reviewed by the District Credit Evaluation Committee.
- 8.2. Students enrolling at any time prior to the fourth (4<sup>th</sup>) term of the senior year will be eligible for a diploma from a District high school. Those students enrolling during the fourth (4<sup>th</sup>) term of their senior year shall have their graduation status coordinated by the principals of the new school and the sending school.

## **9. CHILDREN OF MILITARY FAMILIES**

- 9.1. Schools shall work with enrolled military children to evaluate the students' coursework or to assist students in completing coursework to allow military children to graduate with the students' age-appropriate graduating class consistent with Utah Code Ann. §53E-3-908.
- 9.2. Consistent with Utah Code Ann. §53E-3-908, if a military child transfers at the beginning or during the student's senior year and after considering all alternatives, the student is ineligible for a school or District Diploma, the District school shall work with the sending school to ensure the student receives a diploma from the sending school, if the student meets the graduation requirements of the sending school. If the state in which the sending school is located is not a member of the Interstate Compact and is unwilling to facilitate the student's receipt of a diploma, the District school shall use best efforts to facilitate the on-time graduation of the military child through appropriate waivers of graduation requirements.

## **10. DROPOUT PREVENTION AND RECOVERY PROGRAM**

- 10.1. The District shall provide a dropout prevention and recovery program for a designated student in grades 9, 10, 11, or 12 as described in Utah Code Ann. §53G-9-802.
- 10.2. If a designated student chooses to enroll in a dropout prevention and recovery program, the District, in consultation with the designated student, shall develop a learning plan to identify:
  - 10.2.1. an attainment goal; and
  - 10.2.2. an annual goal to measure a year's worth of academic progress towards the student's attainment goal.
- 10.3. A designated student shall attend six hours of instruction within a given calendar week, as scheduled in the designated student's learning plan.

**11. GRADUATION CEREMONY**

Participation in the graduation ceremony is an opportunity and not a protected property right.

- 11.1. Participation may be denied as a disciplinary measure, or if student refuses to comply with graduation ceremony standards established and developed at the individual school site.
- 11.2. Participation in the graduation ceremony is optional and is not required.
- 11.3. Caps and gowns will be worn in the proper manner as designated by the school administration.
- 11.4. Special needs students shall be provided with the opportunity to participate in ceremonies utilizing criteria based upon their unique circumstances as outlined in section 6 of this policy.
- 11.5. Students who complete the graduation requirements early under District *Policy 4I-003 Early Graduation Options*:
  - 11.5.1. by the end of the regular academic year, may participate in that year's graduation ceremony;
  - 11.5.2. any time after the end of the regular academic year, may participate in the next graduation ceremony.

## DEFINITIONS

“**Accredited**” means the formal process for internal and external review and approval under the Standards for the Northwest Accreditation Commission, a division of Advance Education Inc., (AdvancED).

“**Attainment goal**” means earning a diploma, as described in this policy, or an employer-recognized, industry-based certificate that is likely to result in job placement, and included in the State Board of Education’s approved career and technical education industry certification.

“**Cohort**” means a group of students, defined by the year in which the group enters grade 9.

“**Designated student**” means a student who 1) has withdrawn from a secondary school prior to earning a diploma; 2) has dropped from average daily membership; and whose cohort has not yet graduated; or is at risk of meeting the criteria above as determined by the District because of risk factors that include: [a] low academic performance, as measured by grades, test scores, or course failure; [b] poor behavior, as measured by office disciplinary referrals, suspensions, or expulsions; and absenteeism, whether excused or unexcused absences, and including days tardy and truant.

“**Early Graduation**” means any secondary public school student, with the approval of the student, the student’s parent or guardian, and an authorized local school official, who has completed all required courses or demonstrated mastery of competencies, graduates prior to the conclusion of the twelfth grade.

“**Intermediate-Mid level**” means a level of language proficiency in terms of speaking, writing, listening, and reading in real-world situations in a spontaneous and non-rehearsed context, as established by the American Council on the Teaching of Foreign Languages or tribal education directors.

“**Children of Military Families**” means a child enrolled in kindergarten through grade 12 who is legally residing in a household of an active service member or whose parent or legal guardian is an active duty service member.

“**Transcript**” means an official document or record generated by one or several schools which includes, at a minimum; the courses in which a secondary student was enrolled, grades and units of credit earned, citizenship and attendance records. The transcript is usually one part of the student’s permanent or cumulative file which also may include birth certificate, immunization records and other information as determined by the school in possession of the records.

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## REFERENCES

[Utah Code Ann. Title 53E, Chapter 3, Part 9](#) – Interstate Compact on Educational Opportunity for Military Children.

[Utah Code Ann. §53E-4-302](#) – Statewide assessments -- Duties of State Board of Education.

[Utah Code Ann. §53E-4-305](#) – College readiness assessments.

[Utah Code Ann. §53G-7-206](#) – Acceptance of credits and grades awarded by accredited schools.

[Utah Code Ann. Title 53G, Chapter 9, Part 8](#) - Dropout Prevention and Recovery

[Utah Administrative Code R277-499](#) – Seal of Biliteracy.

[Utah Administrative Code R277-606](#) – Dropout Prevention and Recovery Program.

[Utah Administrative Code R277-700](#) – The Elementary and Secondary School General Core.

[Utah Administrative Code R277-705](#) – Secondary School Completion and Diplomas.

[Utah Administrative Code R277-717](#) – High School Course Grading Requirements.

[Utah Administrative Code R277-733-8](#) – Program, Curriculum, Outcomes and Student Mastery.

[Utah State Board of Education Special Education Rules – VII.C Graduation](#)

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## FORMS AND OTHER LINKS

[Course Grade Forgiveness Guidelines \(under development\)](#)

[4I-004 Citizenship Credit](#)

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**DOCUMENT HISTORY:****Adopted: March 6, 2001****Revised: February 1, 2005** - Added differentiated diplomas; high school graduation requirements beginning with the graduating class of 2008; updated competency and assessment section with administrative rules changes.**Revised: October 18, 2005** - Technical revisions.**Revised: April 21, 2006** - Updates in accordance with change in administrative rule regarding differentiated diplomas. Removed basic high school diploma and alternative completion. Now high school diploma will indicate whether or not a student passed all sections of the UBSCT.**Revised: May 1, 2006** - Updates in accordance with state law and administrative rule change regarding accepting credit and grades from accredited institutions. See section 4 Units of Credit.**Revised: June 20, 2006** – Removed senior project graduation requirement, added Adult High School Diplomas section.**Revised: February 20, 2007** – Updates in accordance with change in administrative rule. Students enrolled in Adult Education will not be allowed or required to take the UBSCT.**Revised: August 7, 2007:** Updated graduation requirement for the graduating class of 2011 in accordance with changes in the State Administrative Rule.**Revised: December 3 2007:** Removed section 3.1.4 conversion of certificate of completion or diploma that does not indicate a passing score on all UBSCT subtests to a high school diploma if requirements meet.**Revised: July 14, 2009** - Added section 10 Military Children provides some exceptions in the graduation requirements. Removed previous section 10 GED Credit. A student who passes all sections of the GED will be awarded a High School Completion Diploma; credits can no longer be awarded toward an adult education diploma.**Revised: September 1, 2009** - Removed language requiring students to register in a minimum of 3 core courses, due to the increased graduation requirements. Added language on the Skill Enhanced Diplomas Pilot Program. Renumbered from 4I-413 to 4I-002 with reorganization of Policy Table of Contents.**Revised: July 13, 2010** - Technical changes to comply with State Law and Administrative Code. Exemption from administering tenth grade basic skills competency test 2010-11 and 2011-12 school year. Modifications to military children section. Removed graduation requirements through class of 2010.**Revised: February 1, 2011** - Mathematics requirements updated in accordance with Utah Administrative Code R277-700. Technical changes.**Revised: May 15, 2012** – Updated with minor revisions made consistent with changes in State law and rule. Updated language for administering the Board-designated 10<sup>th</sup> grade test that is replacing the UBSCT. Updated changes to secondary mathematics courses aligned to the Utah Core Standards. Took out the word “pilot” from the Skill Enhanced Diploma.**Revised: July 3, 2013** – Updated to reflect changes in law and rule. Eliminated requirement for the UBST. Eliminated foreign language section, students cannot receive a high school diploma. Reorganized and removed extensive listing for graduation requirements.**Revised: September 17, 2013** – Added a Davis School District Diploma option.**Revised: August 12, 2014** – Non-substantive changes.**Revised: October 19, 2015** - Updates consistent with changes in State law on requirement to pass a basic civics test as a condition for receiving a high school diploma or adult education secondary diploma.**Revised: June 7, 2016** - Removed section 5 Citizenship Requirements. Reference is made to the citizenship requirement as outlined in policy 4I-004 Citizenship Credit.**Revised: February 7, 2017 (by consent)** – Added section on Seal of Biliteracy and added Dropout Prevention and Recovery Program to comply with changes in administrative rule.

Revised: April 18, 2017 (by consent) – Updated references to comply with changes in State Law (HB27).

March 8, 2018 – Education Code references updated in accordance with 2018 recodification.

**Revised: April 17, 2018** – Updated to comply with new administrative rules. R277-717 course grade forgiveness. R277-700 process to modify a student's graduation requirements.