Procedure- High School Graduation Requirements

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 current graduation requirements in effect for that student. The requirements will be those in effect when the student enrolled in ninth grade unless ten years have elapsed. Graduation requirements are also available at the high school and on public school websites.

High School Completion

Each student is to develop a High School and Beyond plan. Counselors will provide assistance to ninth graders and their families in developing High School and Beyond plans. At the conclusion of each year, the school will provide the student and his/her parents or guardians with a report which reflects if progress is not normal, the school will identify alternative courses that can be taken to correct the deficiencies. The High School and Beyond plan will be reviewed annually to assess student progress, to adjust the plan, and to advise the student on steps necessary for successful completion of the plan. The High School and Beyond plan will be aligned with the Essential Academic Learning Requirements, State Learning Goals, and District goals, as well as District high school graduation requirements.

Credits

Graduation requirements are specified in Policy 2410. Students shall be expected to earn a total of twenty-four (24) credits and complete a High School and Beyond Plan and culminating project in order to complete graduation requirements.

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 home school students. Decisions of the principal or designee may be appealed to the superintendent within fifteen school days of the initial decision.

High School and Beyond Plan and Culminating Project

A High School and Beyond Plan and Culminating Project are also required. In assisting students with developing a High School and Beyond Plan the District will:

A. Provide resources to ensure successful development and implementation of the High School and Beyond Plan;

B. Provide the opportunity for student choice, voice and ownership of the High School and Beyond Plan;

C. Teach students a planning process that provides a capacity to create, review and revise the High School and Beyond Plan;

D. Prepare all students for post-secondary options;

E. Align the High School and Beyond Plan with the the Essential Academic Learning Requirements, State Learning Goals and district goals and link to district high school graduation requirements;

F. Collect and analyze data to evaluate and improve the effectiveness of the High School and Beyond Plan; and

In assisting students with developing the culminating project the District will:

A. Advise the student and parents of the requirement to complete a culminating project as a graduation requirement;

B. Provide the student assistance and guidance annually on completing the project;

C. Provide opportunities within the curriculum for students to work on projects; and

D. Ensure projects align with goals three and four of the learning goals.

Waiver of Graduation Requirements

The following procedure shall be followed in graduation waiver requests:

1. The principal is responsible for evaluating educational experiences of individual students and recommending graduation to the Superintendent when requirements have been met. It is possible to waive specific requirements for attendance, course sequence, total credits, courses, and specific competencies. 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.

2. Waiver of graduation requirements is determined by the principal. The procedure for processing requests for waiver shall be as follows:

    a. Request shall be initiated by the parent/guardian or the eligible student.

    b. The principal shall investigate the request for waiver of graduation requirements.

    c. The principal shall make a determination in writing based upon appropriate data and upon conclusions of the investigation.

    d. The principal shall develop appropriate recordkeeping procedures for storage of all pertinent data relating to each waiver request.

    e. The parent/guardian 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 thirty (30) days prior to the anticipated graduation date.

All state statutory requirements must be satisfied except that Washington history and government, pursuant to WAC 180-51-075, 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. In the latter instance, an individual student may be excused from participating in physical education on account of physical disability, employment or religious belief or because of participation in directed athletics or military science and tactics or for other good cause. This shall not alter the credit requirements established by the Board.

Alternative Programs

Credit toward graduation requirements probably will not be granted for learning experiences primarily conducted away from the facilities owned, operated or supervised by a district except as noted below.

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. Description of how student performance will be assessed;

G. Qualifications of instructional personnel; and

H. Plans for evaluation of program.

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 rather than just a device to relieve a worker shortage. The following are the bases upon which credit may be granted for work experience.

A maximum of one (1) credit may be earned during the four (4) years of high school. Application must be made in advance.

1. The work program shall be supervised by the school.

2. The work experience shall be specifically related to the school program of the student.

3. Credit given for work experience shall represent growth in the student, and the type of work done should have definite educational value.

4. The job in which experience is gained shall provide varied experience.

5. 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.

6. 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).

7. One credit may be granted for not less than one hundred eighty hours for instructional work based learning experience, and not less than three hundred sixty hours of cooperative work experience related to a student's school program.

8. A student participating shall be legally employed and must have passed his/her sixteenth (16th) birthday.

9. An employer's report of the student's work record, indicating satisfactory progress on the job, shall be filed with the school.

10. The regular state apprenticeship program, where the training is worked out cooperatively with the school and meets the standards for graduation requirements, is acceptable.

Community Colleges and Vocational-Technical Institute

Students may request permission to attend a community college or vocational technical institute for high school credit. Approval must be received from school administration prior to enrollment at such institution.

Competency Testing

Credit based on competency testing in lieu of enrollment or taking specific courses may be granted by the District. A maximum of one (1) credit may be earned during the four (4) years of high school. Application must be made in advance to the school principal, and the principal must approve of the competency test. District schools do not provide competency testing and are not responsible for costs of competency testing.

Graduation Ceremonies

Students must fulfill graduation requirements by the end of the last term of their senior year in order to participate in graduation ceremonies. Periodic and timely progress reports must be given to seniors and their parents/guardians if the student is in jeopardy of not graduating. Such notification shall be documented and retained in the student's file. Appeals regarding application of this provision shall be directed to the Superintendent.

Fines and damages shall be paid prior to participation in graduation ceremonies. When the damages or fines do not exceed $100.00, the student or his/her parents shall have the right to an informal conference

with the principal. As in the case of appealing a short-term suspension (Student Rights and Responsibilities Handbook), the principal's decision may be appealed to the Superintendent and to the Board. When damages are in excess of $100.00, the appeal process for long-term suspension (Student rights and Responsibilities Handbook) shall apply.

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.

1. 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.

2. Caps and gowns will be worn in the proper manner, as designated by the school administration and class advisor.

3. Students who participate will be expected to use good taste in their choice of accessories for their attire.

4. Each student who participates will be expected to cooperate with the class advisor and to participate in all parts of the graduation ceremonies.

5. Failure to comply with the above requirements will automatically forfeit a student's privilege of participation in the graduation ceremonies.

Adoption Date: **05.08**
Classification: **Essential**
Revised Dates: **04.17**