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## **HIGH SCHOOL GRADUATION REQUIREMENTS: 2410P**

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### **Publication of Graduation Requirements**

High school graduation requirements are available online; hard copies are available upon request.

### **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/guardian. Staff will provide assistance to incoming ninth graders and their families in developing educational plans. Changes in plans should normally reflect parent/guardian consent and should be submitted to the appropriate staff. 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 on track, the school will identify alternative courses that can be taken to correct the deficiencies.

For the class of 2019 and beyond, to be eligible to receive a high school diploma, students shall achieve 26.0 high school graduation credits. All students shall follow requirements established in the Washington Administrative Code 28A-350, “High School Graduation Requirements.”

It shall be the accepted practice to honor deceased students, which have passed away during their high school career, in the following manner:

- If desired by the family, students who completed sufficient credit to graduate prior to their death (e.g., some seniors) may be honored at the graduation ceremony and qualify for a posthumous diploma that may be presented in the following way: a designee (student or school district representative such as a coach or teacher) may carry the deceased student’s picture during the graduation ceremony. The granting of the posthumous diploma should be in a manner consistent with the intent of graduation (such as by a footnote in the program stating that the diploma is awarded posthumously).
- If desired by the family, students who did not complete sufficient credit to graduate prior to their death will not receive a posthumous diploma and may be honored in the following way: a ceremony may be held at the school separate from commencement and outside of the school day.

To qualify for graduation from high school in Federal Way Public Schools, students must receive a passing grade in each of the required courses. All students must complete required courses with at least a “C” grade in order to qualify for graduation.

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## REQUIRED COURSES/CREDITS FOR GRADUATION

### Overview of Grad requirements with district requirements for 2019 and beyond

|                                                  |     |                                                                                                                    |
|--------------------------------------------------|-----|--------------------------------------------------------------------------------------------------------------------|
| English                                          | 4   |                                                                                                                    |
| Mathematics                                      | 3   | Algebra credit, Geometry credit, and a 3 <sup>rd</sup> credit of math                                              |
| Science                                          | 3   | 2 lab sciences and a 3 <sup>rd</sup> science credit                                                                |
| Social Studies                                   | 4   | US History, World History, Civics/Cont. World History                                                              |
| Health and Physical Education                    | 2   | 0.5 Health and 1.5 Fitness.<br>*Scholars must earn credit for physical education unless excused by RCW 28A.230.050 |
| Career and Technical Education (CTE)             | 1   |                                                                                                                    |
| Arts                                             | 2   | 1 credit may be a Personalized Pathway Requirement                                                                 |
| World Language or Personalized Pathway courses** | 2** | Both credits may be a personalized Pathway Requirement**                                                           |
| Electives                                        | 5   |                                                                                                                    |
| Total Required Credits                           | 26  |                                                                                                                    |

*\*\*Personalized Pathway Requirements are related courses that lead to a specific post high school career or educational outcome chosen by the student based on the student's interests and High School and Beyond Plan that may include Career and Technical Education and are intended to provide a focus for the student's learning.*

A High School and Beyond Plan is required for graduation.

All high school and beyond plans must, at a minimum, include the following elements:

1. Identification of career goals and interests, aided by a skills and interest assessment;
2. Identification of secondary and post-secondary education and training goals;
3. An academic plan for course taking that:
  - a. Informs students about course options for satisfying state and local graduation requirements;
  - b. Satisfies state and local graduation requirements;
  - c. Aligns with the student's secondary goals, which can include education, training, and career preparation;
  - d. Identifies available advanced course sequences per the District's academic acceleration policy, that include dual credit courses or other programs and are aligned with the student's post-secondary goals;

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- e. Informs students about the potential impact of their course selections on post-secondary opportunities;
  - f. Identifies available career and technical education equivalency courses that can satisfy core subject area graduation requirements under RCW 28A.230.097;
  - g. If applicable, identifies career and technical education and work-based learning opportunities that can lead to technical college certifications and apprenticeships; and
  - h. If applicable, identifies opportunities for credit recovery and acceleration, including partial and mastery-based credit accrual to eliminate barriers for on-time grade level progression and graduation per RCW 28A.320.192.
4. Evidence that the student has received the following information on federal and state financial aid programs that help pay for the costs of a post-secondary program:
- a. The college bound scholarship program established in chapter 28B.118 RCW, the Washington college grant created in RCW 28B.92.200, and other scholarship opportunities;
  - b. The documentation necessary for completing state and federal financial aid applications; application timelines and submission deadlines; and importance of submitting applications early;
  - c. Information specific to students who are or have been the subject of a dependency proceeding pursuant to chapter 13.34 RCW, who are or are at risk of being homeless, and whose family member or legal guardian will be required to provide financial and tax information necessary to complete applications;
  - d. Opportunities to participate in advising days and seminars that assist students and, when necessary, their parents or legal guardians, with filling out financial aid applications in accordance with RCW 28A.300.815; and
  - e. A sample financial aid letter and a link to the financial aid calculator created in RCW 28B.77.280.
5. By the end of the twelfth grade, a current resume or activity log that provides a written compilation of the student's education, any work experience, extracurricular activities, and any community service including how the district has recognized the community service.

### **Non-credit requirements for graduation will include:**

- 1. Successful completion of a state-approved graduation pathway option;
- 2. Washington State History and Government course completion;

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3. 24 hours of community service, targeted toward potential Personalized Pathways when possible, or 24 hours of an unpaid non-credit earning internship, or a combination of the two.

### Superintendent's Certificate of Merit

A Certificate of Merit will be issued to high school students meeting the requirements below. Each high school will publicize the qualifications and procedures for earning a Certificate of Merit via their websites and disseminate this information each year to parents/guardians. Principals will designate the individual(s) who is/are responsible for tracking and documenting each student's progress towards earning this recognition. Community service hours may be accumulated annually or throughout the high school career. Students will keep a written log and hours must be verifiable.

- A. A bronze-level designation on the certificate is earned for completing 80-99 hours of community service.
  - B. A silver-level designation on the certificate is earned for completing 100-119 hours of community service.
  - C. A gold-level designation on the certificate is earned for completing 120+ hours of community service.
4. The completion of a Career Plan Letter as part of the High School and Beyond Plan.

### **Graduation Pathway Options**

A student may choose to pursue one or more of the pathway options described below to demonstrate career and college readiness as long as the option chosen is in alignment with the student's high school and beyond plan.

FWPS will provide annual notice to students in grades eight through twelve and their parents or legal guardians with comprehensive information about the graduation pathway options offered by the district.

At least annually, FWPS will examine data on student groups participating in and completing each graduation pathway option that the district offers. At a minimum, the data on graduation pathway participation and completion will be disaggregated by the student groups described in RCW 28A.300.042 (1) and (3), and by:

- Gender;
- Students who are the subject of a dependency proceeding pursuant to chapter 13.34 RCW;
- Students who are experiencing homelessness as defined in \*RCW 28A.300.542(4); and
- Multilingual/English learners.

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If the results of the analysis required under the statute show disproportionate participation and completion rates by student groups, then the school district will identify reasons for the observed disproportionality and implement strategies as appropriate to ensure the graduation pathway options are equitably available to all students in the school district.

### **Graduation Requirement - Free Application for Federal Student Aid (FAFSA) or Washington Application for State Financial Aid (WASFA):**

An important step for students to be career and college-ready is to complete the Free Application for Federal Student Aid (FAFSA) or Washington Application for State Financial Aid (WASFA). The District's goal is to have 90% of 12th grade students complete and submit the application. Federal student aid programs provide necessary funding to students in the form of grants, work-study, and low interest loans, and non-federal aid such as individual college scholarships. As part of Federal Way Public School's High School and Beyond Plan, students are required to complete the FAFSA or WASFA to graduate. A student may formally opt-out if s/he does not plan on submitting a financial aid application.

### **High School Crossover/Equivalent Courses**

Federal Way Public Schools recognizes the need to help students pursue individual career goals as they comply with graduation requirements. The District provides the opportunity for students to fulfill a limited number of required credits with equivalent credit from other courses. Courses will be established as equivalent by the Chief Academic Officer to ensure alignment to standards, consistency and continuity from school to school. A student must declare which equivalent credit courses s/he wishes to apply for crossover credit.

A "Request for Equivalent Credit" Form [Form 2410.1] is available in the school counseling office and is to be submitted within the first four (4) weeks of a semester, term, or trimester. This form must be approved by the principal.

### **Guidelines for Independent Study**

#### **Prerequisites**

A student who has demonstrated above-average success in a particular field of study may request further study in that field. A student who has demonstrated general academic excellence may request study in an area other than those in which s/he has excelled.

The student will complete an application [Form 2410.2] providing information about his/her academic record, personal interests, and proposed area of study. This application will be evaluated along with the interview, and the principal will either recommend or deny the student's request.

The student who has been approved for independent study or advanced placement will arrange sponsorship of his/her study with one or more members of the staff. With the assistance of the sponsor, the student will prepare a formal outline of the study. The outline will include a timeline and tentative credit/grading arrangements. Credit will be based upon the quality of the study, not

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merely on time elapsed from beginning to completion. the principal will make the final determination of credit(s) earned for independent study.

The student will file a copy of his/her outline with the school.

### **Credits Received from other School Systems**

Transcripts received from other school systems will be evaluated by the principal and credits will be awarded based on the analysis of the transcript(s). Homeschool and international transcripts are evaluated by the Teaching For Learning Department.

When the student is authorized in advance to take courses at a community college, college transfer level courses (100 level and above) shall be converted to high school credits on the basis that five (5) college quarter credits equal one high school credit. College level courses at non-transfer levels shall be evaluated based upon the nature of the course, the number of standards met, and the application to the student and school's programs.

When students have been enrolled in programs in other school systems which have required fewer total credits or major departures from the curriculum offered in Federal Way Public Schools, the principal should attempt to design programs for the students that meet as many of the State and District requirements as possible within the remaining regular school day schedule until the normal graduation date. However, when a student has made a conscientious effort to meet the requirements of the previous school in the other school system, then the student's remaining program may be adjusted to be comparable in the total course load and waivers may be considered when the effort to meet specific course deficiencies would become unreasonable. Any waivers or adjustments must be approved by the Teaching For Learning Department.

### **Off-Campus Learning Experiences for High School Graduation Credit**

Alternative learning experiences for credit may be undertaken by students enrolled in Federal Way Public Schools. Such experiences may include, but are not limited to, travel, private lessons, active duty in the National Guard or organized reserves, independent study, and high school credit for correspondence, technical courses, and special workshops.

To be eligible to receive credit, a student must get approval in advance from the principal of the school in which credit will be granted. Factors to be considered should be the amount of time involved, whether or not the student will be absent from the regular school program, whether the experience can be provided in the regular school program, the manner in which the experience will be verified, and how the experience will contribute to the student's long-range educational goals.

Reasons for the approval or disapproval of the alternative learning experience request will be conveyed to the student and parent/guardian by the principal.

When a request is approved, the principal, student, and parent/guardian will enter into a contract, which shall detail the nature of the experience, how it will be evaluated in a standards-based system, the amount of credit to be received for the successful completion, and the grade (usually Pass-Fail). A maximum of three (3) credits may be obtained under these programs.

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Students and parents interested in applying for alternative learning experience credit may get an application [Form 2410.2] from the principal or counselor of their school.

### **High School Credit for Correspondence Courses, College Courses, and Technical Courses**

Credit for correspondence courses, college courses, and technical courses may be given when the following conditions are met:

- For correspondence courses, the course must be given by a school approved by the National University Extension Association. Courses taken at a community college, four-year school, or technical school must be taken at a state-approved school.
- The student must arrange an interview with the principal to discuss the rationale for taking the course. In most cases, it is expected that the student is taking the course because either that particular course is not available at his/her regular school or the course cannot fit into the student's regular schedule.
- The student must fill out the appropriate application [Form 2410.4a and/or Form 2410.4b] and have it approved prior to beginning the course (exceptions may be made on a case-by-case basis for transfer students).

### **High School Credit for Community College and/or Vocational Credit (Running Start)**

Principals shall annually provide general information about Running Start to all students in grades 10, 11, and 12 and their parents/guardians. The information will include information about the opportunity to enroll in the program through online courses available at the community and technical colleges and other state institutions of higher education, enrollment opportunities during the summer academic term, and the college high school diploma options under RCW 28B.50.535.

Students who have not yet received a high school diploma or its equivalent and are eligible to be in the 11th or 12th grade may apply to a community college or vocational-technical institute to enroll in their courses or programs.

In order to enroll in the Running Start program, students need to do the following:

- A. Check with their high school counselor and/or determine the options for demonstrating college-level placement via assessments or courses taken. At a minimum, college-level skills in reading and writing are required.
- B. Speak with their counselor to assess credits needed for graduation, then decide which courses they would like to take at the college. Note that part-time Running Start students will need to coordinate college classes so that they do not interfere with their high school classes. Full-time Running Start students will generally not be enrolled in courses at the high school, even when the community college they attend is not in session. A student enrolled full-time at a college may use .2 FTE to enroll at the high school for the purpose of accessing college courses online. Students are permitted to enroll in a combined annual average of 1.2 FTE between the high school and the college.

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- C. Obtain a Running Start verification form from the college or their high school counselor. Work with high school counselor and/or college to verify course decisions and coverage of tuition via state funding for selected courses. Parent consent is required if the student is under 18 years old.
- D. Register for classes via the college's online registration system. First time Running Start students will need to enroll in the college before completing the registration process. The verification process in "C" needs to occur to ensure state funding for college courses.
- E. Work with high school counselor to ensure transmission of the authorization form to the college prior to established deadlines to ensure continued enrollment.

Federal Way Public Schools shall transmit to the community college or vocational-technical institute a sum not exceeding the amount of State funds under RCW 28A.150.260 generated by a full-time equivalent student in proportion to the number of hours of instruction the student receives.

The Chief Academic Officer shall determine the type of credit(s) awarded for the course(s). The determination shall be made in writing before the student enrolls in the course.

Costs such as transportation, books, lab fees, materials, etc. are not the responsibility of Federal Way Public Schools.

### **College in the High School**

The college in the high school program is a dual credit program located on a high school campus or in a high school environment in which a high school student may earn both college credit and high school credit by achieving a passing grade in a college-level course. A college in the high school program will be governed by a local contract which will include qualifications for students to enroll in the program.

Additionally, applicable information regarding students in the program includes the following:

- A. Students who have not yet received a high school diploma, and are eligible to be in grades 9, 10, 11, and 12 may participate in the high school in the college program.
- B. Students will receive credit for the courses they complete. If a student completes a course for which there is not a comparable course with the district, then an administrator will determine how many credits the student will receive for the course. Such a determination shall be issued in writing by an administrator prior to the student beginning the course.

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Students may be required to pay a tuition fee to receive college credit for a course. Students will not be required to pay a tuition fee for high school credit.

### **Credit For Career and Technical Work-Based Learning**

The use of work experience as a part of the educational program of students should be regarded as part of the secondary school curriculum when appropriate. The following are the bases upon WAC 392.410.315.

- 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 work experience 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 Worksite Learning Coordinator.
- 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 credit may be granted for not less than one hundred eighty (180) hours for instructional work-based learning experience, and not less than three hundred sixty (360) hours of cooperative work-based learning 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.
- K. The program standards and procedures align with the state career and technical work-based learning standards.

### **Washington State National Guard/High School Career Education Program**

Credit may be granted for National Guard high school career training in lieu of either required or elective high school credits.

Credits: For satisfactory completion of the vocational/technical training under the National Guard Program, the qualified student may receive credits from his/her high school such as the following:

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- One credit for Physical Education: Based on the conditioning program inherent to military training such as rigorous calisthenics, marches, obstacle courses, bivouacs, first aid, personal hygiene, basic medical knowledge, field sanitation, and survival courses. This training amounts to approximately 192 hours in basic training alone (48 days times 4 hours average per day).
- Two credits (maximum) for Occupational Education: Occupational Education credits are based on the advanced individual training phase varying from 8 weeks (40 hours per week) to as high as 52 weeks depending upon the occupational specialty, e.g., Mechanic - 8 weeks; Clerk-Typist - 8 weeks; Information Specialist - 10 weeks; Radio Teletypewriter Operator - 18 weeks; Army Aircraft Repairman - 11 to 20 weeks depending upon the aircraft, etc. Advanced combat arms training such as infantry, armor, and field artillery must be considered in the area of career education on an elective basis.

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 school 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 school 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.

### **Travel Study and Private Lessons**

Credit toward high school graduation may be granted for school-planned learning experiences primarily conducted away from the facilities owned, operated, or supervised by the school district or conducted primarily by individuals not employed by the District. School-planned learning experiences such as, but not limited to, travel study, work study, private lessons, and educational programs sponsored by governmental agencies may be accepted for credit upon compliance with procedures established by the District.

A proposal for approval of credit for such learning experiences shall be submitted to the principal prior to the experience and shall include at least the information specified in Policy 2410. The proposal will be at no additional cost to the District and will include 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;

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- C. A schedule of the program, including beginning and ending dates within the school year;
- D. A description of the instructional methodology;
- E. A description of how the student performance will be assessed;
- F. The qualifications of instructional personnel;
- G. A description of how the student will be supervised, evaluated, and recorded by the certificated staff, or by qualified school district employees under the direct supervision of the certificated staff; and
- H. Plans for evaluation of the program.

### **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 priority standards 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.

### **Seal of Biliteracy**

To be awarded the Washington Seal of Biliteracy, graduating high school students must meet the following criteria:

- A. Demonstrate proficiency in English by (1) meeting statewide minimum graduation requirements in English as established by the Washington State Board of Education and (2) meeting state standards on the reading and writing or English language arts assessment; and
- B. Demonstrate proficiency in one or more world languages. For purposes of this section, “world language” is defined as a language other than English, including American Sign Language, Latin, and Native American or other indigenous languages or dialects. The fact that a language is not written is not a barrier to receiving the Seal of Biliteracy. Proficiency may be demonstrated by one of the following methods:

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1. Passing a foreign language Advanced Placement exam with a score of three or higher;
2. Passing an International Baccalaureate exam with a score of four or higher;
3. Demonstrating intermediate-mid level or higher proficiency on the American Council on Teaching of Foreign Languages (ACTFL) guidelines using assessments approved by OSPI for mastery/competency-based credits and demonstrating proficiency using reading assessments approved by OSPI (when developed);
4. Qualifying for four mastery/competency-based credits by demonstrating proficiency in speaking, writing, and reading the world language at intermediate-mid level or higher on the ACTFL proficiency guidelines according to Policy 2409 Course Challenging; or
5. Demonstrating proficiency in speaking, writing, and reading the world language through other national or international assessments approved by OSPI. OSPI and the federally recognized Tribes in Washington have a language proficiency system in place to determine tribal language proficiency with students for the Seal of Biliteracy.

### **High School Credit for Sixth, Seventh, and Eighth Grade Courses**

Students will be granted credit if they meet the standards of Federal Way Public Schools for high school graduation credit.

The Chief Academic Officer will annually determine which District approved courses are offered for choice credit and publish those courses in the District Course Catalog.

At the request of students and the student's parent or guardian, high school credit earned before high school may be transcribed with a nonnumerical grade, such as "pass" or "credit". A nonnumerical grade will not be included in the student's high school grade point average calculation. High school credit earned prior to high school and transcribed with a nonnumerical grade will apply to fulfilling high school graduation requirements. [Form 2410.7]

A student and the student's parent or guardian must inform the school before the end of the 11th grade if they do not want credit for the course(s) taken before attending high school, or if they want to request that credit be transcribed with a nonnumerical grade. [Form 2410.7]

Courses that have been designated as choice credits courses will receive the letter grade assigned by the instructor. Intervention by the counseling office is not to be taken to convert A, B, or C grades to "P" grades.

### **Dual Credit Courses**

A student may demonstrate career and college readiness by completing and qualifying for college credit in dual credit courses.

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“Dual credit course” means a course in which a student is eligible for both high school credit and college credit at the level of 100 or higher upon successfully completing the course. Examples of such courses include running start courses, college in the high school courses, and career and technical education dual credit courses.

Before course scheduling or course registration for the next school term, the District will provide the following information to students in grades nine through twelve and their parents: information about each available dual credit program and any financial assistance available to reduce dual credit course and exam costs for students and their families. The information will be provided by email and other communication methods.

### **Students with an Individualized Education Program (IEP)**

A student’s IEP team must determine whether the graduation pathway options described above are appropriate for the student. The following process will be followed to help a student with an IEP graduate:

- A. By the age of 14, the student will participate with the IEP Team (including a special education teacher, general education teacher, parents, student, and other school personnel and agency representatives who will assist the student in achieving the goals of the IEP) in a discussion of transition service needs that focuses on the student’s course of study.
- B. As an outcome of the discussion, the IEP will include appropriate graduation requirements based on the student’s individual needs and abilities consistent with the student’s transition plan. Modifications to the district’s standard graduation requirements may include the following:
  - 1. Attainable alternate classwork or individualized activities substituted for standard requirements;
  - 2. An extension of time for the student to remain in school to complete graduation requirements. The student may remain in school up to and including the school year in which the student reaches twenty-one years of age.
- C. The student will, in cooperation with his or her parent or guardian and the IEP team, determine the following:
  - 1. The projected date by which all graduation requirements will be met; and
  - 2. The projected date and conditions under which the student will participate in the graduation ceremony.
- D. The student will have an IEP that incorporates all issues and decisions from the above procedures. Any decision that modifies the district’s standard graduation requirements will be made through the IEP process. Annually or as needed, the IEP will be reviewed or revised to accommodate the student’s progress and development.

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### **Waiver of Graduation Requirements**

All State requirements must be satisfied except that Washington history and government may be waived for students who have completed and passed a state/country history and government course in another state/country 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 District.

### **Guidelines for Physical Education Excuse/Equivalency Credit (Grades 9-12)**

The purpose of Physical Education is to provide a varied program of movement-centered instructional activities that allow individuals to enter adult life with the skills, knowledge, and attitudes necessary to enjoy a physically active lifestyle. Therefore, it is the intent that all students in Federal Way Public Schools should fulfill the graduation requirement of two credits (four semesters) in physical education, during grades 9-12.

WAC 180-51-025 Physical Education Requirement–Excuse: The 1.5 credits of physical education requirement shall be met by physical education courses. The content of courses shall be determined locally pursuant to WAC 180-51-025. Students shall be excused from physical education pursuant to RCW 28A.230.050. Such excused students shall be required to substitute equivalency credits in accordance with policies of the State Board of Education.

RCW 28A.230.050 reads “a student ... may be excused on account of physical disability, employment, or religious beliefs, or because of participation in directed athletics or military science and tactics or other good cause.”

The following guidelines apply:

Physical Disability – A licensed physician must state the disability and length of time for which the excuse is effective. A student who requests a physical disability excuse may not participate in school directed athletics or school directed activities such as cheerleading, drill team, ski club, etc.

Religious Beliefs – A minister must state the doctrine that prevents the student from participation in physical education. A student who requests a religious belief excuse may not participate in similar school directed athletics or activities.

Directed Athletics (Activities) – Waive up to two credits (four semesters) may be excused by successful participation in school directed athletics or the following school directed activities: cheerleading, drill team, marching band, etc.

Employment – Federal Way Public Schools does not excuse courses of instruction for reasons of employment.

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Exceptional Cases/Other Good Cause – Students requesting an excuse from P.E. for exceptional cases/other good causes must acquire prior approval of the principal.

Any student requesting to be excused from the P.E. graduation requirement must complete an application for Request for Waiver of Physical Education Course Form 2410.3. The principal will make the final decision on all requests after consultation with the school's physical education department head and the student's counselor.

### **Waiver of Four Full Years of Study Requirement**

Students shall confer with their principal to determine if graduation requirements can be met prior to completing four (4) full years of study.

Form 2410.5 shall be completed and submitted to the principal before May 15th of the student's sophomore or junior year. Form 2410.5 must be completed in its entirety, including attachments, in order to be considered for waiver. The principal will review the request with their assigned Learning Improvement Officer.

The principal and/or his/her staff shall investigate the request.

The principal may hold a conference with the student, his/her parents/guardian, and the counselor to review the request and initial findings. Preliminary approval or rejection will be indicated at this time. This phase shall be completed by June 15, and a rationale for the decision presented to the student and parents/guardians if the request is denied.

Final approval or rejection of the request will be determined by the principal and Learning Improvement Officer upon receipt of the student's current semester grades and a verification of whether or not the student has completed all requirements. A rationale for the final decision shall be presented to the student and parents/guardian if the request is denied.

The disposition of the waiver request shall be recorded in the student's permanent file.

### **Waiver of Required Courses and Credits for Graduation**

The Superintendent/Chief Academic Officer is authorized to develop administrative procedures for receiving and evaluating requests for waiver of District-required credits or subject areas.

Except for emergency situations, Form 2410.6 shall be submitted to the principal prior to the second semester of the senior year. Form 2410.6 must be completed in its entirety, including attachments, in order to be considered for waiver.

The principal will investigate the request.

The principal may hold a conference with the student, his/her parents/guardian and the counselor to review the request. The principal will either approve or deny the requested waiver in writing with copies containing reasons sent to the student and parents/guardians and recorded in the student's file.

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## **HIGH SCHOOL GRADUATION REQUIREMENTS: 2410P**

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If approved, the student shall receive the appropriate diploma upon meeting the adjusted requirements.

### **Waiver of Graduation Requirements for Disabled Students**

Students with disabilities shall be expected to meet as many of the graduation requirements as determined to be within their capability.

Graduation requirements for students with disabilities may vary from the District and State general requirements and will be determined according to the Individual Education Program (IEP) and/or as prescribed by the Department of Student Support Services and the IEP Committee.

|                   |         |                                                                                                                      |
|-------------------|---------|----------------------------------------------------------------------------------------------------------------------|
| Referenced Forms: | 2410.1  | Request for Equivalent Credit                                                                                        |
|                   | 2410.2  | Independent Study Request and Approval                                                                               |
|                   | 2410.3  | Request for Waiver of Physical Education Course                                                                      |
|                   | 2410.4a | Request for College or Technical Courses                                                                             |
|                   | 2410.4b | Request for Correspondence Courses                                                                                   |
|                   | 2410.5  | Request for Waiver of Four Years of Study                                                                            |
|                   | 2410.6  | Request for Waiver of Required Courses and Credits                                                                   |
|                   | 2410.7  | Request to Have Middle School Credit Transcribed with<br>Nonnumerical Grade or Not Applied to Transcript Application |