

Cache County School District

Policy Series 4000: Curriculum, Instruction, Assessment

Policy No. 4900

High School Graduation Requirements

The purpose of this policy is to ensure the Cache School District clearly and consistently communicates applicable standards, measures and requirements to its patrons and offers appropriate guidance and support so that every student has the opportunity to earn a high school diploma.

Diplomas and Completion Certificates

- A. The Cache District shall offer differentiated diplomas to secondary students to include:
1. A high school diploma indicating on the diploma that a student successfully completed all State and District course requirements for graduation.
 2. A certificate of completion shall be awarded to students who have completed their senior year, are exiting the school system, and have not met all State or District requirements for a diploma.

Graduation Credits

- A. Students in grades 9 through 12 must earn a minimum of 26 units of credit in the following curriculum areas through course completion or competency assessment. Cache Alternative High School shall meet Utah State Board of Education (USBE's) minimum graduation requirement of 24 credits.
1. 4 credits - Language Arts (English 9,10,11, plus one Applied or Advanced Course)
 2. 3 credits - Mathematics (Secondary Math I, II, III Foundation courses.
Secondary Math III can be replaced by an Applied or Advanced Course with a written parent request.)
 3. 3 credits - Science (Courses from two of the five areas of science Biology, Chemistry, Computer Science, Earth Science, or Physics plus one additional Foundation Course or one Applied or Advanced Course)
 4. 3 credits - Social Studies (Geography for Life .5, World Civilizations .5, U.S. History 1.0, U.S. Government and Citizenship .5, Social Studies Elective .5)
 5. 1.5 credits - Fine Arts
 6. 2 credits - Physical and Health Education (Health .5, Participation Skills .5, Fitness for Life .5, Individualized Lifetime Activities .5) If a student participates in a complete season of a UHSAA sanctioned sport and the LEA determines the sport aligns with the course standards, the LEA may award the student 0.5 units of PE credit. If the student completes an additional season with a different sport and the LEA determines the sport aligns with course standards, the LEA may award the student another 0.5 units of PE credit. Credit in either case may be awarded for Participation Skills and Techniques and/or Individual Lifetime Activities. Athletic participation credit does not apply to Fitness for Life credit.
 7. 1 credit- Career and Technical Education
 8. 0.5 credit - Digital Studies

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9. 0.5 credit - General Financial Literacy

10. 7.5 credits - Electives

- B. Approved Foundation, Applied, and Advanced courses are available to view at: <https://www.schools.utah.gov/curr/resources/graduation requirements> . Changes to these graduation requirements or credits must be approved by the Cache Board of Education.

Granting Credit and Accepting Transfer Credit for Graduation

- A. A unit of credit or fraction thereof shall be given upon satisfactory completion of a course of learning experience in compliance with state course standards. In some cases, course credit may also be completed on a competency basis in which case assessment of mastery will be the responsibility of the high school principal. Credit can be awarded only once for a required courses-unless the course is designed to be a recurring course (e.g., fitness for life).
- B. In addition, Cache School District shall accept transfer credits from accredited institutions. The District's high schools shall employ a review process to ensure that the demonstration of competency, the acceptance, and reciprocity of transfer credits earned by students are consistent with state law and ~~Utah State Office of Education (USOE)~~ (USBE) Administrative Rule (R277-705).
- C. High School students enrolled in the Cache County School District may earn graduation credit by the following methods:
1. Successful completion of accredited high school courses;
 2. Successful completion of approved concurrent enrollment and advanced placement courses;
 3. Successful completion of accredited "special purpose" school courses;
 4. Successful completion of accredited "supplemental education" school courses;
 5. Successful completion of accredited correspondence/independent study courses;
 6. Credit from non-accredited sources may be accepted as graduation credit through demonstrated competency, proctored assessment, review of student work/project, or electronic/correspondence coursework. All assessment, evaluation, and competency testing is approved and completed at the local school level.
 7. Home School Instruction - Students released for home instruction do not earn Cache School District graduation credits. Students may transfer credit from a home school to a public high school to meet the graduation requirement of the high school if the home school is accredited by a nationally recognized accrediting association. A certification must accompany the credit transcript which identifies the accrediting association and the expiration date of the current accreditation. On an individual basis, transfer of credit may be allowed without the accreditation, through student testing or other appropriate education measures as determined by the high school principal.
- D. All graduation credits earned/granted to meet core graduation requirements shall be aligned to the standards and objectives of the Utah State Core Curriculum and have an end-of course assessment that meets or exceeds the state assessment of the course. Transfer graduation credits accepted by Green Canyon High School, Ridgeline High

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School, Sky View High School, Mountain Crest High School, and Cache High School shall be deemed as original credit.

- E. The Cache School District and associated secondary schools may not waive credits required for graduation, but may grant credit earned based on demonstrated competency, assessment, or proficiency.

Students with Disabilities

- A. A student with disabilities served by special education programs shall satisfy high school completion or graduation criteria, consistent with state and federal law and the student's Individual Education Plans (IEP).
- B. 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 a student with disabilities. A student may be awarded a certificate of completion or a differentiated diploma, consistent with the state and federal law and the student's IEP or Section 504 Plan.

Guidelines and Procedures

- A. At a minimum, each school with grades 9-12, shall have 990 hours of instructional time in a 180-day school year.
- B. To prepare students to meet graduation requirements, secondary school counselors will implement a Plan for College and Career Readiness (PCCR) for every student. Each student's plan must outline a clear pathway toward the goal of earning academic credits. This policy allows for modification in required courses based on consultation with an administrator/counselor as long as the modification:
 - 1. is consistent with the student's Plan for College and Career Readiness;
 - 2. is maintained in the student's file;
 - 3. includes the parent's signature; and
 - 4. maintains the integrity and rigor expected for the course or graduation
- C. Principals in grades 9-12 are directed to protect elective credits from intrusions by additional required credits. For example, a science teacher cannot require a student to sign up for an additional lab period to compliment a given science course. Elective course credits may be PCCR driven.
- D. Credit may be issued for work release completed inside or outside the regular school day, in accordance with district guidelines.
- E. Secondary schools shall establish remediation programs for students who do not meet competency levels in English, mathematics, science, or social studies ([53G-9-803](#)).
- F. Schools may offer challenge opportunities for courses in the regular program of studies if approved by the school principal. All credits in this area must be PCCR justified by the student, parent, and the school.
- G. Schools may offer additional credits for students, before or after school, when the regular course offering fails to meet curricular demands provided that funding is available for the class and the principal has approved the class for credit.
- H. Early college Admissions and Requirements
 - 1. Admission exists when:

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- a. A student elects on his or her own initiative to enroll in a Utah State Higher Education (USHE) institution to pursue course work;
- b. A student is registered at the high school and either attends classes at the high school for a portion of the day, or attends no classes at the high school but still wishes to graduate with his or her class;
- c. Courses are taught on the USHE institution's campus
- d. Expenses and arrangements associated with college enrollment and credit are the sole responsibility of the student.

Admission Student Eligibility Requirements

- A. Students must meet all admission standards of the USHE institution they wish to attend.
- B. Students must have a current PCCR on file at the school which identifies areas of course application toward high school graduation.
- C. Admission credits may be counted for completion of high school graduation requirement if:
 1. The school approves the post-secondary program;
 2. The student provides the school with progress reports and membership and attendance reports; and
 3. The student is enrolled in the high school.
- D. Early Graduation
 1. Secondary school students who have completed all required courses or demonstrated mastery of required skills and competencies as outlined in this policy may graduate at any time.
 2. Students intending to graduate early shall satisfy existing graduation requirements of the Cache School District.
 3. In consultation with a student's parent/guardian and school counselor, each student shall indicate to his or her school principal or designee, the intent to graduate early at the beginning of the ninth-grade year or as soon as possible thereafter as the intent is known.
 4. To be eligible for early graduation, a student shall have a current PCCR on file at the student's high school. The PCCR shall outline the course work needed to satisfy the early graduation goal.
 5. The school principal may waive the semesters of membership graduation requirement for students who have met all other graduation requirements.
 6. Diplomas are available when the high school orders and prepares diplomas for the graduating class.
- E. Adult Education and GED
 1. An adult high school diploma and the GED are coordinated through the district adult education program.
 2. High school principals may not waive credits required for graduation, but may grant credit based on demonstrated competency, assessment, or proficiency.
 3. Students who have graduated from high school, either in the United States or in a foreign country, will not be allowed to enroll in a high school program in the Cache County School District.

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- F. Each 9-12 school shall submit for approval to the Board of Education any changes to these approved graduation requirements before scheduling students.

Graduation Ceremony

- A. Cache School District recognizes that a student's graduation is a culmination of years of planning and successful completion of state and district requirements. The wearing of the cap and gown and participation in the ceremony awarding the certificate of completion or diploma shall be reserved for students who have met those requirements. The Board recognizes the importance of the completion of the requirements for a certificate of completion or diploma from the high schools of Cache School District and views it as an achievement that improves the community as well as the individual. The Board wishes to recognize that achievement in a publicly celebrated graduation exercise.
1. Participation in the graduation ceremony is an opportunity and not a protected property right. Participation may be denied if final student checkout is incomplete, as a disciplinary measure, or if a student refuses to comply with graduation ceremony standards established and developed at the individual school site.
 2. Participation in the graduation ceremony is optional and is not required.
 3. Caps and gowns will be worn in the proper manner as designated by the school administration.
 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 D of this policy.

Definitions

- A. "Accredited" means evaluated and approved under the Standards for Accreditation of the Northwest Association of Schools and Colleges or the accreditation standards of the State Board of Education.
- B. "Concurrent Enrollment" means enrollment by public school students in one or more college or university courses for credit by a high school student who continues to be enrolled and counted in average daily membership.
- C. "Early College" means participation by a public school student in the Concurrent Enrollment program on a college or university campus.
- D. "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.
- E. "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. 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.
- F. "Special purpose schools" means schools designated by regional accrediting agencies. These schools typically serve a specific population such as students with disabilities, youth in custody, or schools with specific curricular emphasis. Their courses and

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curricula are designed to serve their specific populations and may be modified from traditional programs.

- G. "Supplemental education provider" means a private school or educational service provider which may or may not be accredited, that provides courses or services similar to public school courses/classes.

Legal References:

Utah Code Ann. [53G-7-206](#) - Acceptance of credits and grades awarded by accredited schools. B.
Utah Code Ann. [53G-9-803](#) - Local school board remediation programs for secondary students. C.
Utah Administrative Rule R277-700-The Elementary and Secondary School Core Curriculum and High School Graduation Requirements.
Utah Administrative Rule R277-705 - Secondary School Completion and Diplomas Courses meeting the criteria for graduation requirement beginning with the Class of 2011.
Students with Disabilities R277-705-5
Utah Administrative Rule R277-705 - Secondary School Completion and Diplomas Courses meeting the criteria for graduation requirement beginning with the Class of 2011.
Utah Administrative Rule R277-700-The Elementary and Secondary School Core Curriculum and High School Graduation Requirements.
Utah Code Ann. 53G-9-803 - Local school board remediation programs for secondary students.
Utah Code Ann. 53G-7-206 - Acceptance of credits and grades awarded by accredited schools.

Synopsis:

It is the policy of the Cache School District Board of Education to implement curriculum and instruction standards, competency measures, and high school graduation requirements in accordance with Utah State Law and State Board of Education rules (R 277-700-6); encouraging individualized and flexible options for students where appropriate.

Approved by the Board of Education: March 1, 1995. Last Revised: January 18, 2018. Prior Revised Dates: 9/23/2010; 12/01/2006; 12/12/2017