

**WISHKAH VALLEY SCHOOL DISTRICT 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 graduation requirements in effect for that student (those in effect when the student enrolled in the ninth grade unless ten years have elapsed). Graduation requirements shall also be included in the student handbook.

High School Completion

Each student is to develop, update as necessary, and initially have on file a five year graduation completion plan approved by the parent. K-12 principal or his/her designee will provide assistance to incoming eighth graders and their families in developing educational plans. Changes in plans should normally reflect parent consent and should be submitted to the appropriate K-12 principal or his/her designee. At the conclusion of each year the school will provide the student and his/her parents or guardians with a report which reflects the progress that has been made toward satisfying the graduation requirements. If progress is not normal, the school will identify alternative courses / means that can be taken to correct the deficiencies. Students who wish to graduate in less than four years shall submit their plans to the principal prior to beginning their last year in school. Exceptions to this procedure may be granted by the Board provided that the student will satisfy all requirements for graduation. Seniors must attend a minimum number of classes in their senior year per semester even if they have passed the 10<sup>th</sup> grade WASL (certificate of achievement).

Required Subject Areas & Credits

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

<u>**English</u>	<u>4 credits</u>
Freshman English	1
Sophomore English	1
Junior English	1
Senior English	1

<u>Health / Fitness</u>	<u>2 credits</u>
*Health	1/2
Elective	1-1/2

<u>*****Science</u>	<u>3 credits</u>
*Physical	1
Earth Science	1
Biology	1

<u>****Occupational Ed</u>	<u>2 credits</u>
----------------------------	------------------

<u>Fine Art</u>	<u>1 credit</u>
-----------------	-----------------

<u>Electives</u>	<u>5 credits</u>
------------------	------------------

<u>Social Studies</u>	<u>4 1/2 credits</u>
***Washington History (*)	1/2
Geography (*)	1/2
World History	1
***U.S. History	1
Contemporary World Problems	1/2
Civics/Careers	1

<u>*****Mathematics</u>	<u>3 credits</u>
*Algebra 1, Geometry required	2
Select (1) of the following:	1
Algebra II, Pre-Calculus, Integrated Math, or 1 of the Vocational Math's	

<u>Senior Culminating Project</u>	<u>1/2 credit</u>
Portfolio	
5 <sup>th</sup> Year Plan	
High School Plan	
Scholarships	

^Classes through 2010 (2) math, (2) science, (1) occupational ed credit(s) and 7 1/2 electives. Class of 2011 forward (3) math, (3) science, (2) occupational ed, (1/2) geography credits and 5 electives.

CREDIT SUMMARY

English	4
Social Studies	4 1/2
Physical Education	2
Mathematics	3
Science	3
Occupational Education	2
Fine Art	1
Senior Project	1/2
Electives	5

TOTALS: 25

# WISHKAH VALLEY SCHOOL DISTRICT PROCEDURE

Procedure 2410P

## HIGH SCHOOL GRADUATION REQUIREMENTS

Page 2 of 6

**Beginning with the freshman class of 2004 (graduating class of 2008) a high school education plan, culminating project, and a certificate of academic achievement or a certificate of individual achievement are required.**

\*Credit may be earned during eighth grade year

\*\*English includes, but is not limited to, reading, composition, creative writing, literature and speech.

\*\*\*Required by statute

\*\*\*\*Occupational education includes, but is not limited to, home and family life, business and office education, and diversified occupations education.

\*\*\*\*\*Beginning with the eighth grade (graduating class of 2011), 3 math credits will be required for graduation. Two of the 3 required credits must be Algebra 1, and Geometry. The third credit can be selected from Algebra 2, Integrated Math, Pre-calculus, or a Vocational math. Any junior student who does not meet the 10<sup>th</sup> grade WASL math standard will be enrolled in Integrated Math.

\*\*\*\*\*Beginning with the eighth grade (graduating class of 2011), 3 science credits will be required for graduation. The 3 required credits must be Physical Science, Earth Science, and Biology. All eighth grade, freshmen and sophomores will be enrolled in a required science course in sequence: Physical Science, Earth Science, and Biology. Any junior student beginning with the class of 2011 who does not meet the 10<sup>th</sup> grade WASL science standard will be enrolled in Integrated Science.

Beginning with the eighth grade (graduating class of 2011) 2 occupational education and 1/2 geography credits will be required for graduation.

No student may change class(es) after 10 school days have elapsed at the beginning of each semester. If a parent/guardian wishes to have their child removed from a class after the 10-day window, written permission will be necessary.

### SUBJECT AREA REQUIREMENTS AND APPROVED COURSES

The courses approved for satisfying the subject area requirements as established by the state board of education are listed in the Wishkah Valley School Student/Parent Handbook.

Students shall be expected to earn a total of 25 credits in order to complete graduation requirements. For credit purposes a class must meet for a total of 180 (50 minute) hours of planned instruction. Beginning with the freshman class of 2004 (graduating class of 2008), a high school education plan, culminating project, and a certificate of academic achievement or a certificate of individual achievement are required.

The K-12 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 our-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 schools days of the initial decision.

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 should:

- A. Provide internal and external 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;

## WISHKAH VALLEY SCHOOL DISTRICT PROCEDURE

Procedure 2410P

### HIGH SCHOOL GRADUATION REQUIREMENTS

Page 3 of 6

- E. Align the High School and Beyond Plan with the Grade Level Expectations (GLEs), 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
- G. Assure parental involvement in the planning process, including the student's development of the High School and Beyond Plan.

In assisting students with developing the culminating project the district should:

- 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. The culminating project may include:
  - 1. A demonstration of the student's ability to communicate in writing by completing an analytical, argumentative and/or reflective letter;
  - 2. A demonstration of the student's ability to communicate orally through a presentation to peers, teachers and/or community members;
  - 3. Completion of a self directed student project that demonstrates the student's academic and management skills; and
  - 4. The opportunity for the student to complete a community service project or project working with a community member;
- D. Review each student's progress annually;
- E. Provide opportunities within the curriculum for students to work on projects; and
- F. Ensure projects align with goals three and four of the learning goals.

#### 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 history and government course in another state during grades seven through twelve and who have fulfilled study of the Washington state constitution through an alternative learning experience approved by the principal. Additionally, physical education, pursuant to RCW 28A.230.050, may be waived upon written request of a parent or guardian on account of physical disability, employment or religious belief or because of participation in directed athletics or military science and tactics. This shall not alter the credit requirements established by the board.

The following procedure shall be followed in graduation waiver requests:

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

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

**HIGH SCHOOL GRADUATION REQUIREMENTS**

- B. Waiver of graduation requirements is determined by the principal. The procedure for processing requests for waiver shall be as follows:
1. Request shall be initiated by the parent or the eligible student;
  2. The principal shall investigate the request for waiver of graduation requirements;
  3. The principal shall make a determination in writing based upon appropriate data and upon conclusions of the investigation;
  4. The principal shall develop appropriate record keeping procedures for storage of all pertinent data relating to each waiver request; and
  5. The parent or eligible student shall be notified that an appeal to the decision on waiver requests may be made in writing to the superintendent no later than 30 days prior to the anticipated graduation date.

Alternative Programs

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

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

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

A list of approved programs shall be kept on file at the superintendent's office. Reason for approval or disapproval shall be communicated to those making the request.

Credit for Work Experience. The use of work experience as a part of the educational program of students should be regarded as part of the secondary school curriculum rather than just a device to relieve a manpower shortage. The following are the bases upon which credit may be granted for work experience.

- A. The work program shall be supervised by the school.
- B. The work experience shall be definitely 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.

## WISHKAH VALLEY SCHOOL DISTRICT PROCEDURE

Procedure 2410P

### HIGH SCHOOL GRADUATION REQUIREMENTS

Page 5 of 6

- D. The job in which experience is gained shall provide varied experience.
- E. A work experience program shall be supplemented by an adequate program of guidance, placement, follow-up, and coordination between job and school by the career placement counselor.
- F. Work experience as a planned part of a school subject may be included in the credit given for that subject (i.e., sales training class).
- G. 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 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.

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

- A. MIL Form 115 or an equivalent form now or hereafter provided by the national guard shall be completed and filed with the 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.

#### Home School Credit

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

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

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

# WISHKAH VALLEY SCHOOL DISTRICT PROCEDURE

Procedure 2410P

## HIGH SCHOOL GRADUATION REQUIREMENTS

Page 6 of 6

### Correspondence and College Courses

Credit for correspondence courses may be granted within the 4 credit limitation, provided the following requirements are met:

1. Prior permission and approval has been granted by the principal.
2. The program fits the educational plan submitted by the student.
3. Credit is granted for the following approved schools:
  - a.) Schools approved by the National University Extension Association.
  - b.) Community colleges, vocational-technical institutes, four year colleges, and universities and state approved private schools in the State of Washington, and
  - c.) Other schools or institutions which are approved by the district after evaluation for a particular course offering.
4. One week prior to graduation, the class must be completed or the high school principal must be notified in writing from the college that the student in question will receive a passing grade and credit.

### Graduation Ceremonies

If students fulfill graduation requirements by the end of the last term of their senior year, they may participate in graduation ceremonies. 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 K-12 principal or his/her designee 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: July 18, 2006

School District Name: Wishkah Valley School District