

HIGH SCHOOL GRADUATION REQUIREMENTS

- A. The board shall award a regular high school diploma to every student enrolled in the district who meets the requirements of graduation established by the district. Only one diploma shall be awarded with no distinctions being made between the various programs of instruction which may have been pursued.

The board shall establish graduation requirements which, as a minimum, satisfy those established by the State Board of Education:

	Class of 2009-2012		Class of 2013 and beyond	
	WA State	Woodland	WA State	Woodland
English (reading, writing and communications)	3.0	3.5	3.0	3.5
Mathematics	2.0	2.0	3.0	3.0
Science (physical, life and earth; one laboratory credit)	2.0	2.0	2.0	2.0
Social Studies (civics, history and geography)	2.5	2.5	2.5	2.5
Health and Fitness	2.0	2.0	2.0	2.0
Arts	1.0	1.0	1.0	1.0
Occupational Education	1.0	1.0	1.0	1.0
Electives	5.5	8.0	5.5	7.0
TOTAL:	19.0	22.0	20.0	22.0

A credit is defined as 150 hours of planned instructional activities excluding passing time. The board shall approve additional graduation requirements as recommended by the superintendent.

In addition to the minimum credit requirements, to earn a diploma each student must:

1. Pass the reading and writing portions of the statewide assessment;
2. Complete a High School and Beyond Plan: Within the first year of high school enrollment, each student shall develop a plan for satisfying the state and district's high school graduation requirements and for their first year after high school completion. The plan should be developed in collaboration with the student, parent and district staff. The plan should include how the student will satisfy the district's academic credit requirements, preparation for successfully completing the statewide assessment, a description of the student's culminating project and the student's goals for the year following graduation. Each student plan should be reviewed annually at the beginning of the school year to assess student progress, to adjust the plan, and to advise the student on steps necessary for successful completion of the plan;
3. Complete a Culminating Project: During the course of their high school career each student shall complete a culminating project. The project shall demonstrate the student's ability to think analytically, logically and creatively and to integrate experience and knowledge to form reasoned judgments and solve problems. The project will also have a connection to the world of work in that it will demonstrate that the student understands the importance of work and how performance, effort, and decisions directly affect future career and educational opportunities;

4. Complete math requirements: Students in the class of 2009-2012 who fail to successfully pass the mathematics portion of the statewide assessment or an appropriate alternative, must earn two mathematics credits or career and technical education equivalent mathematics credits after 10th grade. Credits earned must meet high school standards. Students in the Class of 2013 and beyond must pass the mathematics portion of the statewide assessment, an alternative assessment, or an end of course examination; and
 5. Complete science requirements: Students in the class of 2013 and beyond must pass the science statewide assessment or an appropriate alternative.
- B. Students, in the Class of 2013 and beyond, must complete mathematics courses in one of the following progressive sequences.
- a. Algebra I, Geometry, and Algebra II; or
 - b. Integrated Mathematics I, Integrated Mathematics II, and Integrated Mathematics III; or
 - c. Any combination of (a) and (b) in progressive sequence.

In lieu of a third credit of mathematics students may choose an alternative mathematics course, if the parent/guardian agrees that the third credit mathematics elective is supportive of the student's education and career goals. Before approval of the elective third mathematics credit a meeting will be held with the student, the parent/guardian and the school staff to discuss the student's High School and Beyond Plan and the mathematics requirements for post-secondary and career choices.

The district will obtain a signed consent from the parent for the student to enroll in the alternative third credit of mathematics. The consent form will confirm the meeting, that the parent understands the impact of the selection on the student's educational and employment options, and that the alternative is most appropriate for the needs of the student.

Students may also satisfy the mathematics requirements by earning equivalency based credit in career and technical education mathematics courses. Those credits must be recorded using the equivalent academic high school department designation.

- C. A student will receive a certificate of academic achievement only if they earn the appropriate number of credits required by the district, complete a culminating project, complete the high school and beyond plan; and meet the reading, writing and math standards on the high school statewide assessment or an appropriate alternative assessment.

Students qualifying for special education services will earn a certificate of individual achievement as determined by their individual education plan.

- D. The superintendent shall develop procedures for implementing this policy which include:
1. Establishment of the process and assessment criteria for the high school culminating project requirements; and determination of the education plan process for identifying competencies.
 2. Establishing the process for completion of the High School and Beyond Plan.
 3. Recommending course and credit requirements which satisfy the State Board of Education requirements and recognize the expectations of the citizens of the district.
 4. Determining which courses satisfy particular subject area requirements and whether a particular course may satisfy more than one subject area requirement including a process for determining the credits the district will recognize for courses taken through another program recognized by the state (another public school district, an approved private school) or those courses taken by students moving into the state

from another state or country. Decisions regarding the recognition of credits earned before enrolling in the district will be based on the professional judgment of the high school principal or designee based on an evaluation of the student's former program and demonstrated knowledge and skills in the discipline for which credit is sought. The decision of the principal may be appealed to the superintendent within fifteen school days.

5. Making graduation requirements available in writing to students, parents and members of the public.
6. Providing for a waiver of graduation requirements for an individual student when permitted. All state graduation requirements must be satisfied unless a waiver is permitted by law;
7. Granting credit for learning experiences conducted away from school, including National Guard high school career training.
8. Granting credit for correspondence, vocational-technical institutes and/or college courses for college or university course work the district has agreed to accept for high school credit, state law requires that the district award one high school credit for every five quarter hour credit or three semester hour credit successfully earned through a college or university, except for community college high school completion programs where the district awards the diploma; tenth and eleventh grade students and their parents shall be notified annually of the Running Start Program.
9. Granting credit for work experience.
10. Granting credit based upon competence testing, in lieu of enrollment.
11. Granting credit for high school courses completed before a student attended high school, to the extent that the course work exceeded the requirements for seventh or eighth grade.
12. Counseling of students to know what is expected of them for completion of their schooling.
13. Preparing a list of all graduating students for the information of the board and release to the public.
14. Preparing suitable diplomas and final transcripts for graduating seniors.
15. Planning and executing graduation ceremonies.
16. Developing student learning plans for students who are not successful on one or more components of the statewide assessment.

In the event minimum test requirements are adopted by the board, a student who possesses a disability shall satisfy those competency requirements which are incorporated into the Individualized Education Program (IEP). Satisfactory completion of the objectives incorporated into the IEP shall serve as the basis for determining completion of a course.

A student shall be issued a diploma after completing the district's requirements for graduation. In lieu of the certificate of academic achievement, special education students may earn a certificate of individual achievement. A student shall also be advised that he/she may receive a final transcript.

However, a student's diploma or transcript may be withheld until the student pays for any school property that has been lost or willfully damaged. Upon payment for damages, or the equivalency through voluntary work, the diploma or transcript will be released. When the damages or fines do not exceed \$100, the student or his/her parents shall have the right to an appeal using the same process as used for short-term suspension as defined in Policy 3241, Classroom Management, Corrective Actions or Punishments. When damages are in excess of \$100, the appeal process for long term suspension as defined in Policy 3241, Classroom Management, Corrective Actions or Punishments shall apply.

Graduation requirements in effect when a student first enrolls in high school shall be in effect until that student graduates unless such period is in excess of ten years.

In the event that other forms of corrective actions are imposed for violations of school rules, the student may be denied participation in graduation ceremonies. Such exclusion shall be regarded as a school suspension. In such instances, the diploma will be granted.

Cross References:	Board Policy 3110 Board Policy 3241 Board Policy 3520	Qualifications of Attendance and Placement Classroom Management, Corrective Actions or Punishment Student Fees, Fines and Charges
Legal References	RCW 28A.230.090 RCW 28A.230.120 RCW 28A.600.300-400 RCW 28A.635.060 WAC 392-410 WAC 180-51 WAC 392-348 WAC 392-121-182 WAC 392-169	High school graduation requirements or equivalencies — Reevaluation and report by State Board of Education — Credit for courses taken before attending high school — Post-secondary credit equivalencies High school diplomas — Issuance — Option to receive final transcripts — Notice High school students' options Defacing or injuring school property — Liability of pupil, parent or guardian — Withholding grades, diploma, or transcripts — Suspension and restitution — Voluntary work program as alternative — Rights protected Courses of studies and equivalencies High school graduation requirements Secondary Education Alternative Learning Experience Requirements Special service programs running start program
Management Resources:	<i>Policy News</i> , June 2010 <i>Policy News</i> , April 2009 <i>Policy News</i> , February 2009 <i>Policy News</i> , August 2007 <i>Policy News</i> , October 2004 <i>Policy News</i> , February 2004 <i>Policy News</i> , December 2000 <i>Policy News</i> , April 1999	High School Proficiency Examination High School Graduation Requirements (Class of 2009) High School Graduation Requirements Graduation Requirements Modified by Legislature Graduation Requirements: High School and Beyond Plans High School Graduation Requirements 2004 High School Graduation Requirements Adopted Variations Complicate College Credit Equivalencies

High School Graduation Requirements

Prior to registering in high school, each student will be provided with a copy of the current graduation requirements. Graduation requirements shall also be included in the student curriculum handbook.

Required Subject Areas and Credits

Required Credits:	14*	(class of 2013 and beyond will have 15 required credits)
Elective Credits:	10	
Total Credits Possible:	24	
Minimum required for graduation:	22	

Required courses and credits:

English	3.5	Freshman English, 1 credit; Sophomore English, 1 credit; Junior English, 1 credit; Senior English, .5 credit. Also, English credits can be earned at each level by taking Honors or A.P. (Advanced Placement) or elective classes designated as an English credit.
Social Studies	2.5	Classes of 2010-2012: Tenth grade- World History .5 credit, Eleventh Grade – US History, 1 credit; Twelfth grade- Contemporary World Problems, 1 credit. Class of 2013 and beyond: Tenth grade - WA History .5 credit, US Eleventh Grade – US History 1.0 credit, Twelfth grade - Civics .5 credit, Contemporary World Problems .5 credit.
Health/Fitness	2.0	Ninth grade- P.E.9/Health, 1 credit; 1.0 credits of any courses designated as Health and Fitness
Mathematics	2.0*	Classes of 2010-2012: 2 Credits from two or more courses in math sequence. Students are not allowed to repeat same math course for math credit.
	3.0*	Class of 2013 and beyond: 3 math credits from 3 or more courses in math sequence. Students are not allowed to repeat same math course for math credit.

Science	2.0	One of the two credits must be a laboratory science course from the following; General Science, Marine Science, Geology, Biology, Chemistry, Physics, or AP Chemistry, each 1 credit. It is possible to satisfy one non-laboratory science credit by taking two credits of Natural Resources, Animal Science, Horticulture and/or some approved Vocational Skills Center Classes. Approval must be obtained in advance prior to taking those classes for science credit.
Occupational Ed.	1.0	Any course listed in the high school Curriculum Handbook as Occupational Education.
Fine, Visual or Performing Arts	1.0	Any course listed in the high school curriculum handbook as fine, visual or performing arts

Total Required Credits: 14.0* (or 15.0 for class of 2013 and beyond)

Credits

Students shall be expected to earn a total of 22 credits in order to complete graduation requirements from the Woodland School District. Credit requirements have been increased beyond those of the State Board of Education to assure that students have an opportunity to undertake a broad variety of academic, occupational, cultural and recreational courses in order to substantially enhance the quality of life that they may have while in high school and during the years to follow. It is also a policy of the Woodland School District that to receive a district diploma a student must be enrolled in the high school for at least their final semester prior to completing graduation requirements.

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 school district. For example:

Correspondence Courses/Online Courses-

Credit for correspondence or online courses may be granted provided the following requirements are met:

1. Prior permission has been granted by the principal or designee.

2. The organization or institutions which the student is seeking credit from must have an established pattern or written policy of working with high schools or colleges to give credit for work done while students are in their program or taking their courses.
3. The program fits the educational plan submitted by the student in an Alternative Program Proposal.

Alternative Program Proposals

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:

1. Name of program;
2. Length of time for which approval is desired;
3. Objectives of the program;
4. Description of how credits shall be determined;
5. Content outline of the program and/or major learning activities and instructional materials to be used;
6. Description of how student performance will be assessed;
7. Qualifications of instructional personnel.

Courses Offered by Other Schools and/or Institutions

Students transferring from other state-accredited, private or public educational institutions will have their records assessed for credits earned, courses taken, deficiencies and needed requirements to meet the district minimum graduation standards.

Diversified Occupations (D.O.)

The use of work experience as 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:

1. The work programs shall be supervised by the school.
2. The work experience shall definitely be related to the school program of the student and will entail in-class instruction.

3. Credit given for work experience shall represent growth in the student, and the type of work done shall have definite educational value.
4. The job in which experience is gained shall provide varied experience.
5. A work experience program may be supplemented by an adequate program of guidance, placement, follow-up and coordination between job and school by an assigned instructor.
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 200 hours of work experience per semester related to a student's school program.
8. Work credit can be earned by juniors and seniors only.
9. An employer's quarterly 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 standard for graduation requirements, is acceptable.

Waiver, or Granting of Credit, Toward Graduation Requirements

The following procedure shall be followed:

1. The principal is responsible for evaluating educational experiences of individual students and recommending graduation to the superintendent when requirements have been met.
2. Changes to an individual student's graduation requirements are determined by the principal. The procedure for processing requests for waiver or granting of credit shall be as follows:
 - a. Request shall be initiated by the parent of the eligible student.
 - b. The principal, or designee, shall investigate the request.
 - c. The principal, or designee, shall make a determination in writing based upon appropriate data and upon conclusions of the investigation.
 - d. The principal, or designee, shall develop appropriate recordkeeping procedures for storage of all pertinent data relating to each request.
 - e. The parent or eligible student shall be notified that an appeal to the decision may be made in writing to the superintendent no later than 120 school days prior to the anticipated graduation date.

- f. All state statutory requirements must be satisfied.

Graduation Ceremonies

If students fulfill all graduation requirements by the end of the second semester, they may participate in graduation ceremonies. The responsibility of the district, upon the student's completion of the requirements for graduation, is to issue a proper diploma to each graduate. Participation in the actual graduation ceremony is not a requirement.

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, without adornment not previously approved, as designated by the school administration and class advisor.
3. Students who participate will be expected to follow the administration's guidelines for their attire.
4. Each student who participates will be expected to cooperate with the class advisor and administration and to participate in all parts of the graduation ceremonies with appropriate behavior.
5. Failure to comply with the above requirements will automatically forfeit a student's privilege of participation in the graduation ceremonies, or will result in the temporary withholding of the diploma pending a conference with the administration and/or completion of disciplinary action.

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