

## 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: 15/16\* (the class of 2016 and beyond have 16 required credits)

Elective Credits: 11/10

Total Credits Possible: 24

Minimum required for graduation: 22

#### Required credits:

English 3.5/4.0\* \*The class of 2016 and beyond

Social Studies 2.5/3.0\* \*The class of 2016 and beyond

Health/Fitness 2.0

Mathematics 3.0

Science 2.0 One of the two credits must be a laboratory science course.

Occupational Ed. 1.0

Fine, Visual or Performing Arts 1.0

Total Required Credits: 15.0 (16.0\* for class of 2016 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

Granting of credit, credit waivers, and changes to an individual student's graduation requirements are determined by the principal.

1. The principal is responsible for evaluating educational experiences of individual students and recommending graduation to the superintendent when requirements have been met.
2. The principal may grant a maximum of two (2) credits to students based on the individual student demonstrating mastery of course content and performance standards which is equal to or greater than a student who is regularly enrolled and successfully passes that course. These credits shall be pass/fail only.
3. The principal may waive a maximum of one and one-half (1½) credits of fitness education credits for participation in approved extracurricular athletic programs. Students will not earn credit, only have the requirement waived.

The procedure for processing requests for waiver or granting of credit shall be as follows:

- a) Request shall be initiated by the eligible student or her/his parent.
- b) The principal, or designee, shall review the request for waiver or granting of credit.
- 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.

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.a. 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.

| Last Updated: 1/26/2010, 4/8/14, 2/23/16