
High School Graduation Requirements

I. PUBLICATION OF 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.

II. CREDIT REQUIREMENTS

Period of Eligibility to Earn Credits

Generally, credit towards high school graduation will be earned in grades nine through twelve. However, unless requested otherwise by the student and the student's family, the district will award high school credit towards fulfilling graduation requirements to a student who has completed high school courses while in seventh or eighth grade if one of the following applies:

- A. The course was taken with high school students, and the student successfully passed the same course requirements and examinations as the high school students enrolled in the class; or
- B. The course taught at the middle school level has been determined by the district to be similar or equivalent to a course taught at the high school level.

Students who have taken and successfully completed high school courses under the above circumstances shall not be required to take an additional competency examination or perform any other additional assignment to receive credit.

Awarding of High School Credit

The district will award high school credit for successful completion of a specified unit of study. A student successfully completes a specified unit of study by doing one of the following:

- A. Earning a passing grade according to the district's grading policy;
- B. Demonstrating proficiency or mastery of content standards as determined by the district (the district will establish a process for determining proficiency or mastery for credit bearing courses of study); or
- C. Successfully completing an established number of hours of planned instructional activities to be determined by the district.

Credits from Other Programs

The 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 out-of-country. The district will accept credits from another Washington public school or accredited state private school or accredited out-of-state public or private school to the extent the credit matches a district graduation requirement, or may be counted as an elective credit. The district will evaluate credits from unaccredited programs or home schools as described below for home school students. Decisions of the principal or designee may be appealed to the superintendent within fifteen school days of the initial decision.

Total Number of Credits Required Subject Areas and Credits

Required Credits:	16/20*	(*Class of 2019 and beyond)
Elective Credits:	6/4*	(*Class of 2019 and beyond)
Total Credits Possible:	24	
Minimum required for graduation:	22/24*	(*Class of 2019 and beyond)

Required credits:

English 4.0

Social Studies

US History 1.0

CWP 1.0

Civics 0.5

Elective 0.5

Health 0.5

Fitness 1.5*

Mathematics 3.0

Science ~~2.0/3.0*~~ ~~One-Two~~ of the ~~two-three~~ credits must be a laboratory science courses.
~~(*Class of 2019 and beyond)~~

Occupational Ed./CTE 1.0

Fine, Visual or Performing Arts ~~1.0/2.0*~~ ~~(*Class of 2019 and beyond)~~

World Languages 2.0* ~~(*Class of 2019 and beyond)~~

Total Required Credits:

~~16.0 (20.0* for class of 2019 and beyond)~~

~~*[Per Chapter 28A.231 RCW, each school district must offer instruction in cardiopulmonary resuscitation (CPR) in at least one health class required for graduation. The CPR instruction must have been developed by the American Heart of Association or the American Red Cross or be nationally recognized based on the most current national guidelines for CPR. The instruction must include use of automated external defibrillators (AED) which may be taught by video. The district may provide the CPR instruction directly or arrange it through community-based providers such as the local fire department. Students are not required to earn CPR certification for successful completion of the instruction.]~~

Credits

Students shall be expected to earn a total of ~~22 credits~~ (24 credits ~~for the class of 2019 and beyond~~) in order to complete graduation requirements from the Woodland School District. ~~For Classes before 20119 the 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

The district may grant ~~C~~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:~~

Alternative Program Proposals

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

1. Name of program or planned learning experience;
2. Length of time for which approval is desired;
3. ~~The o~~Objective(s) of the program or planned learning experience;
- ~~3.4.~~ The state learning goals and related essential academic learning requirements are part of the program or planned learning experience
- ~~4.5.~~ Description of how credits shall be determined in accord with chapter 180-51-050(1)

WAC;

5.6. The cContent outline of the program and/or major learning activities and instructional materials to be used;

6.7.A Ddescription of how student performance will be assessed;

8. The qQualifications of instructional personnel;-

9. The plans for evaluation of the program, and

10. How and by whom the student will be supervised

7.11. _____

-The district will keep a list of approved programs on file in the superintendent's office. The superintendent or designee will communicate the reasons for approval or disapproval to those making the request.

Courses Offered by Other Schools and/or Institutions

Running Start

The Running Start program allows high school juniors and seniors to attend community college classes (100 level or above) for part or all of their schedule. Students must be of junior standing or above to be eligible for the program. Students earn college credit, which is also converted and applied to their high school transcript.

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

- A. Contact the college they are interested in attending and arrange to take the ASSET or COMPASS placement test. The test is offered at various times and results are often available the following day. Minimum scores 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 not be enrolled in courses at the high school, even when the community college they attend is not in session.

- C. Obtain a Running Start authorization form from the college or their high school counselor. The counselor will sign the form after the student completes their portion. A parent signature is required if the student is under 18 years old.

- D. Take the authorization form to the college and register for classes. Once the classes are completed, the college will notify the high school and credits will be added to the student's transcript.

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:

Credit for Career and Technical Work-Based Learning

The district regards work experience as a part of the educational program of students as part of the secondary school curriculum rather than just a device to relieve a staffing shortage. The district may grant credit for work experience based upon the following factors:

1. The school will supervise the work programs ~~shall be supervised by the school.~~
2. The work experience will specifically relate to the student's school program shall definitely be related to the school program of the student and will entail in-class instruction.
3. ~~Credit given for~~The work experience shall will represent growth in the student, and the type of work done shall have definite educational value.
4. The ~~job work in which~~ experience ~~is gained shall will~~ provide a varied job experience.
5. The career placement counselor will supplement the ~~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. ~~The~~W work experience as may be a planned part of ~~a school~~ subject may be included in the credit given for that subject (e.g., sales training -class).
7. The District may grant ~~One~~ credit ~~may be granted~~ for not less- than 200 one hundred eighty (180) hours of work-based learning experience and not less than three hundred sixty (360) hours of cooperative work based learning experience per semester related to a student's school program.
8. The employer will legally employ the student who must have passed his or her sixteenth birthday.

8.9. Work credit can be earned by juniors and seniors only.

9.10. ~~The~~ An employer will file a 's quarterly report of the student's work record with the school, indicating the student made satisfactory progress on the job, ~~shall be filed with the school.~~

10.11. ~~The~~ regular state apprenticeship program and school cooperatively develop the student's, ~~where the training is worked out cooperatively with the school and which~~ meets the ~~standard for~~ graduation requirements standards, ~~is acceptable.~~

National Guard High School Career Training

The district may grant credit for National Guard high school career training in lieu of either required or elective high school credits. Approval by the district will be obtained prior to a student's participation in a National Guard training program as follows:

- A. MIL Form 115 or an equivalent form provided by the National Guard will be completed and filed with the school district; and
- B. The number of credits toward high school graduation to be granted will 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
- C. The district may grant credit toward high school graduation upon certification by a National Guard training unit commander that the student has met all program requirements.

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 will provide the following:
 - 1. A journal that 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); or
 - 3. Any such other performance-based exhibits of specific course-related accomplishments.
- B. To gain credit for a course of study, a student must demonstrate proficiency at a minimum of 80 percent of the objectives of the course. Such testing will 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 determined by such personnel.
- C. Credit is granted for the following approved schools:
 - 1. Community colleges, vocational-technical institutes, four-year colleges and universities, and approved private schools in the state of Washington, and
 - 2. Other schools or institutions that are approved by the district after evaluation for a particular course offering.

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.

III. HIGH SCHOOL AND BEYOND PLAN REQUIREMENT [A1]

Each student must have a high school and beyond plan to guide the student's high school experience and inform course taking that is aligned with the student's goals for education or training and career after high school.

High school and beyond plans must be initiated for students during the seventh or eighth grade to guide their high school experience and prepare them for postsecondary education or training and their careers. In preparation for initiating a high school and beyond plan, each student must first be administered a career interest and skills inventory.

The district encourages parents and guardians to be involved in the process of developing an updating students' high school and beyond plans. Students' plans will be provided to students' parents or guardians in their native language if that language is one of the two most frequently spoken non-English languages of students in the district.

School staff will update students' plans to reflect high school assessment results and revised as necessary for changing interests, goals, and needs. Each student's high school and beyond plan will be updated to inform junior year course taking.

For students with an individualized education program (IEP), the high school and beyond plan must be developed and updated in alignment with their IEP, but in a similar manner and with similar school personnel as for all other students.

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

A. Identification of career goals, aided by a skills and interest assessment;

B. Identification of educational goals;

C. Identification of dual credit programs and the opportunities they create for students, including eligibility for automatic enrollment in advanced classes under RCW 28A.320.195, career and technical education programs, running start programs, AP courses, international baccalaureate programs, and college in the high school programs;

D. Information about the college bound scholarship program established in chapter 28B.118 RCW;

E. A four-year plan for course taking that does the following:

1. Includes information about options for satisfying state and local graduation requirements;

2. Satisfies state and local graduation requirements;

3. Aligns with the student's secondary and postsecondary goals, which can include education, training, and career;

4. Identifies course sequences to inform academic acceleration, as described in RCW 28A.320.195, that include dual credit courses or programs and are aligned with the student's goals;

5. Includes information about the college bound scholarship program; and

6. Evidence that the student has received the following information on federal and state financial aid programs that help pay for the costs of a postsecondary program:

i. Information about the documentation necessary for completing the applications; application timelines and submission deadlines; the importance of submitting applications early; information specific to student who are or have been in foster care; information specific to students who are, or are at risk of being, homeless; information specific to students whose family member

or guardians will be required to provide financial and tax information necessary to complete the application; and

- ii. Opportunities to participate in sessions that assist students and, when necessary, their family members or guardians, fill out financial aid applications.

D. 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, and any community service and how the school district has recognized the community service.

IV. GRADUATION PATHWAY OPTIONS [A2]

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.

Statewide High School Assessment

A student may demonstrate career and college readiness by meeting or exceeding the graduation standard established by the State Board of Education on the statewide high school assessments in English language arts and mathematics.

Dual Credit Courses

A student may demonstrate career and college readiness by completing and qualifying for college credit in dual credit courses in English language arts and mathematics. A dual credit course is a course in which a student qualifies for college and high school credit upon successfully completing the course.

High School Transition Courses

A student may demonstrate career and college readiness by earning high school credit in a high school transition course in English language arts and mathematics. A high school transition course is a course offered in high school where successful completion by a high school student ensures the student college-level placement at participating institutions of higher education as defined in RCW 28B.10.016. High school transition courses must satisfy core or elective credit graduation requirements established by the State Board of Education.

AP Courses

A student may demonstrate career and college readiness by earning high school credit, with a C+ grade, or receiving a three or higher on the AP exam, or equivalent, in AP courses in English language arts and mathematics.

For English language arts, successfully completing any of the following courses meets the standard: AP microeconomics, AP psychology, AP United States history, AP world history, AP United States government and politics, AP comparative government and politics.

For mathematics, successfully completing any of the following courses meets the standard: AP statistics, AP computer science, AP computer science principals, AP calculus.

SAT or ACT Scores

A student may demonstrate career and college readiness by meeting or exceeding the scores established by the state board of education for the mathematics portion and the reading, English, or writing portion of the SAT or ACT.

Combination of Options

A student may demonstrate career and college readiness by meeting any combination of at least one English language arts option and at least one mathematics option described above.

Armed Services Vocational Aptitude Battery

A student may demonstrate career and college readiness by meeting standard in the armed services vocational aptitude battery.

Career and Technical Education Courses

A student may demonstrate career and college readiness by completing a sequence of career and technical education courses that are relevant to a student's postsecondary pathway that meet either the curriculum requirements of core plus programs for aerospace, maritime, health care, information technology, or construction and manufacturing; or the minimum criteria identified in RCW 28A.700.030.

Expedited Appeal Process for Waiving Student Assessment Requirements

For the graduating classes of 2014, 2015, 2016, 2017, 2018, 2019, and 2020, an expedited appeal process for waiving specific requirements in RCW 28A.655.061 pertaining to the certificate of academic achievement and the certificate of individual achievement is available for eligible students who have not met the state standard on the English language arts statewide student assessment, the mathematics high school statewide student assessment, or both. The student or the student's parent, guardian, or principal may initiate an appeal with the district and the district has the authority to determine which appeals to submit to the superintendent of public instruction for review and approval.

A student in the class of 2014, 2015, 2016, or 2017 is eligible for the expedited appeal process if he or she has met all other graduation requirements established by the state and district.

A student in the class of 2018 is eligible for the expedited appeal process if he or she has met all other graduation requirements established by the state and district and has attempted at least one alternative assessment option as established in RCW 28A.655.065.

This expedited appeal process will no longer be available after August 31, 2022.

V. STUDENT'S 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. If the IEP team determines that those options are not appropriate, then the student must earn a certificate of individual achievement to graduate. A certificate of individual achievement may be earned by using multiple measures to demonstrate skills and abilities commensurate with the students IEP.

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:
 - 1. Attainable alternate classwork or individualized activities substituted for standard requirements;
 - 2. A statement of waiver for any waived standard graduation requirements; or
 - 3. 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:
 - 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.

VII. 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 language. 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. Proficiency may be demonstrated by one of the following methods:

1. Passing a foreign language Advanced Placement exam with a score of 3 or higher;
2. Demonstrating intermediate-mid level or higher proficiency on the American Council on Teaching of Foreign Languages (ACTFL) guidelines using assessments approved by OSPI for competency-based credits; and demonstrating proficiency using reading assessments approved by OSPI (when developed);
3. Qualifying for four 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, Credit for Competency-Proficiency; or
4. Demonstrating proficiency in speaking, writing, and reading the world language through other national or international assessments approved by OSPI.

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.~~

VII Graduation Ceremonies

If students fulfill all graduation requirements by the end of the ~~second semester~~ last term of their senior year, they may participate in graduation ceremonies. Each student will be awarded a diploma after satisfactorily completing local and state requirements. Upon request, each graduating student will receive a final transcript. Each student will be notified of this opportunity at least one month prior to the close of the school term. ~~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.~~ 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.

VIII. WITHOLDING OF A DIPLOMA

The district may withhold a student's diploma or transcript until the student pays for any school property the student has lost or willfully damaged. Upon payment for damages, or the equivalency through voluntary work, the district will release the diploma or transcript. When the damages or fines do not exceed \$100, the student or his/her parents will have the right to an appeal using the same process as used for short-term suspension as defined in Policy 3241, Student Discipline. When damages are in excess of \$100, the appeal process for long-term suspension as defined in Policy 3241, Student Discipline, will apply. The district may, in its discretion, choose to offer in-school suspension in these circumstances.

In the event that the district has imposed other forms of corrective action for violations of school rules, the district may deny the student's participation in graduation ceremonies. Such exclusion from graduation ceremonies is regarded as a school suspension. In such instances, the district will grant the diploma.

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