

INSTRUCTION

High School Graduation Requirements

Publication of Graduation Requirements

Prior to registering in high school, and each year thereafter, each student and his or her parent(s) or guardian(s) will be provided with a copy of the current graduation requirements. 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 high school completion plan approved by the parent(s) or guardian(s). Counselors will provide assistance to incoming ninth graders and their families in developing educational plans. Changes in plans should normally reflect parent(s) or guardian(s) consent and should be submitted to the appropriate counselor. At the conclusion of each year, the school will provide the student and his or her parent(s) or guardian(s) 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 that can be taken to correct the deficiencies.

Waiver of Graduation Requirements

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 requirement and the student's ability. When a 12th 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 or her 12th year of school.

- B. Waiver of graduation requirements is determined by the principal. The procedure for processing requests for waiver shall be as follows:
1. The request shall be initiated by the parent(s) or guardian(s) 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 recordkeeping procedures for storage of all pertinent data relating to each waiver request.
5. The parent(s) or guardian(s) 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.
6. All state statutory requirements must be satisfied except that Washington history and government, pursuant to WAC 180-51-075, and physical education, pursuant to RCW 28A.23.050, may be waived. In the latter instance, an individual student may be excused from physical education upon written request of the parent(s) or guardian(s) 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.

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 in the principal's office. Reasons 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.
- 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 (e.g., sales training class).
- G. One work credit may be granted for not less than 405 hours of work experience related to a student's school program.
- H. A student participating shall be legally employed and must have passed his or 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:

- A. To gain credit for a course of study, a student shall provide:
 - 1. A journal which 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); and/or
 - 3. Any such other performance-based exhibits of specific course-related accomplishments.
- B. To gain credit for a course of study, a student shall demonstrate proficiency (at a minimum of 80%) of 80% of the objectives of the course. If other students in the course demonstrate proficiency at a level other than 80 percent and receive credit, students wishing credit for home schooling will be held to the same standard. Such testing shall be available as an ancillary service of the district if it is regularly available to all students. If not, the parent(s) or guardian(s) may engage district-approved personnel to conduct such an assessment at a cost to be determined by such personnel.

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

Correspondence Courses. Credit for correspondence courses may be granted, provided the following requirements are met:

- A. The program fits the educational plan submitted by the student.
- B. Credit is granted for the following approved schools:
 - 1. Schools approved by the National University Continuing Education Association or accredited by the National Home Study Council;
 - 2. Community colleges, vocational-technical institutes, four-year colleges and universities and approved private schools in the State of Washington; and
 - 3. Other schools or institutions which are approved by the district after evaluation for a particular course offering.
- C. Students wishing to receive credit for correspondence courses must submit their request to the principal by May 20 in order to be included on their transcript for that school year.

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:

- A. 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.
- B. Caps and gowns will be worn in the proper manner, as designated by the school administrator and class advisor.
- C. Students who participate will be expected to use good taste in their choice of accessories for their attire.
- D. Each student who participates will be expected to cooperate with the class advisor and to participate in all parts of the graduation ceremonies.
- E. Failure to comply with the above requirements will automatically forfeit a student's privilege of participation in the graduation ceremonies.