

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

Year of Graduation

Students shall have the right and the obligation to meet the minimum graduation requirements in place for their expected graduation year designated at the time they enter a district high school, regardless of what year they actually graduate.

Students shall be assigned an expected graduation year based on the year they commence ninth grade; or for transfer students, based on a transcript evaluation; or for students eligible for special education, based on an Individualized Education Program (IEP) team determination.

Required High School Completion Plan

Beginning with the class of 2008, complete a High School and Beyond Plan is required for graduation. Staff will provide assistance to incoming ninth graders students and their families in developing High School and Beyond Plans. Each student is to develop, update as necessary, and initially have on file a high school four-year plan approved by the parent or guardian. Changes in plans should normally reflect parent or guardian consent and shall be submitted to the appropriate staff.

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; and
- E. Assure parental involvement in the planning process, including the student's development of the High School and Beyond Plan.

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 principal provided that the student will satisfy all requirements for graduation. Port Angeles High School operates on a semester basis. Students are only allowed to graduate at the conclusion of each semester. Lincoln High School operates on a semester basis, but admits students based on individual need. At the conclusion of each year the school will provide the student and his or her parents or guardians with a report which reflects the progress that has been made toward satisfying the graduation requirements. If progress is not adequate to complete high school in four years, the school will identify alternative courses that can be taken to correct the deficiencies.

Senior Culminating Project for Class of 2014 and Beyond

Senior Culminating Project (SCP) Requirements:

Statewide goals:

- Encourage students to think analytically, logically and creatively and to integrate experience and knowledge to solve problems.
- Give students a chance to explore a topic in which they have a great interest.
- Offer students an opportunity to apply their learning in a “real world” way.

Each student will demonstrate these essential skills through reading, writing, speaking, production and/or performance. To complete the project, students may be asked to write a research paper, work with a mentor in school or in the community, present to a community or peer panel, pull together a portfolio of work and/or develop a multimedia presentation.

Port Angeles High School

Complete a **community service project and presentation**.

- Complete a *minimum* of five hours of community service.
- Write a **minimum** of two pages about the experience.
- Use at least **two** credible resources
- Discuss the problem.
- Summarize the experience.
- Create a sales pitch on the topic.
- Include a thesis.
- Include visuals and pictures.
- Include at least three specific reasons to support viewpoint.

Lincoln High School

Graduation Requirement Checklist

- Portfolio
- Career Research Project
- Senior Culminating Project Presentation

Peninsula College Running Start Students: Class of 2014 and Beyond

Senior Culminating Project (SCP) Requirements:

Statewide goals:

- Encourage students to think analytically, logically and creatively and to integrate experience and knowledge to solve problems.
- Give students a chance to explore a topic in which they have a great interest.
- Offer students an opportunity to apply their learning in a “real world” way.

Each student will demonstrate these essential skills through reading, writing, speaking, production and/or performance. To complete the project, students may be asked to write a research paper, work with a mentor in school or in the community, present to a community or peer panel, pull together a portfolio of work and/or develop a multimedia presentation.

Course Plan to Meet State SCP Requirements:

Students from the Class of 2014 and beyond who attending Running Start may complete the high school culminating project at Peninsula College by following the steps listed below. When the coursework is recorded on the transcript by the high school registrar, students will be deemed to have met the Culminating Project graduation requirement.

- Research Paper - Complete both ENGL&101 and ENGL&102

ENGL& 101 ENGLISH COMPOSITION (prerequisite writing skills) (5 credits)
 ENGL& 102 ENGLISH COMPOSITION (research skill development) (5 credits)

- High School and Beyond Plan Component – Complete GS 103 and either HUMDV 112 or CMST 220

G S 103 FRESHMAN SEMINAR (community service component) (3 credits)
 HUMDV 112 OCCUPATIONAL EXPLORATION (public speaking component) (2 credits)
 CMST& 220 PUBLIC SPEAKING (5 credits)

Required Subject Areas and Credits

Subject	Class of 2014-2015 Minimum State Credit Requirements	Class of 2016 Minimum State Credit Requirements (unless district has filed an extension with the State Board of Education for Class of 2018)
English	3.5	4
Mathematics	3	3
Science (including 1 lab credit)	2	2
Social Studies	2.5	3
Health and Fitness (one class must include training in cardiopulmonary resuscitation (CPR) and use of automatic external defibrillators (AED).	2	.5 credit health; 1.5 credit fitness
Arts	1	1
Occupational Education	1	1
Electives	5.5	4
Total State Credit Requirements	20.5	20
District Requirement:	2.0 Elective	2.5 Elective
District Requirement:		
District Requirement:		
Total State and District Credit Requirements	22.5	22.5

*Per Chapter 28A.230, RCW, beginning with the 2013-14 school year, each school district must offer instruction in cardiopulmonary resuscitation (CPR) in at least one health class required for graduation. The instruction must have been developed by the American Heart 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 to successfully complete the instruction.

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.

Subject Area Requirements and Approved Courses Credits

Students shall be expected to earn a total of 22.5 credits in order to complete graduation requirements. For credit purposes, a class must meet for a minimum of 150 hours of planned classroom instruction. Credit requirements have been increased beyond those of the state board of education to ensure 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. Credits from unaccredited programs or home schools shall be evaluated as described below for students.

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. 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. Decisions of the principal or designee may be appealed to the superintendent within fifteen school days of the initial decision.

Waiver of Graduation Requirements

The following procedure shall be followed in graduation waiver requests:

1. The principal is responsible for evaluating educational experiences of individual students and recommending graduation 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/her 12th year of school.

2. Waiver of graduation requirements is determined by the principal. The procedure for processing requests for waiver shall be as follows:
 - a. Request shall be initiated by the parent or guardian, or the eligible student;
 - b. The principal shall investigate the request for waiver of graduation requirements;
 - c. The principal shall make a determination in writing based upon appropriate data and upon conclusions of the investigation;
 - d. The principal shall develop appropriate record-keeping procedures for storage of all pertinent data relating to each waiver request;
 - e. The parent or guardian 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; and
 - f. 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.

Alternative Programs

With prior approval by the principal, credit toward graduation requirements, may be granted for planned learning experiences primarily conducted away from the facilities owned, operated or supervised by the 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:

1. Name of program;
2. A schedule of the duration of the program, including beginning and ending dates within the school year;

3. Objectives of the program;
4. 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;
5. Content outline of the program and/or major learning activities and instructional materials to be used, including where and when teaching activities will be conducted by school district certificated staff;
6. Description of how student performance will be assessed;
7. Qualifications of instructional personnel; and
8. Plans for evaluation of program.

A list of approved programs shall be kept on file in the superintendent'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:

1. The work program shall be supervised by the school;
2. The work experience shall be specifically related to the school program of the student;
3. Credit given for work experience shall represent growth in the student, and the type of work done should have definite educational value;
4. The job in which experience is gained shall provide varied experience;
5. 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;
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 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;
8. Granting of work credit is recommended for seniors only. If exceptions are made for juniors, credit must be in addition to minimum load;
9. A student participating shall be legally employed and must have passed his/her sixteenth birthday;
10. An employer's report of the student's work record, indicating satisfactory progress on the job, shall be filed with the school; and
11. The regular state apprenticeship program, where the training is worked out cooperatively with the school and meets the standards for graduation requirements, is acceptable.

Music: Credit for study with private music teachers may be granted by following these steps:

1. A student will apply to the principal for credit eligibility prior to the start of the semester for which credit is desired. The Washington State Music Teacher's Association Form C-7, "Application for Applied Music Credit," shall be used for this purpose;
2. Lessons and practice time shall begin at the start of the semester for which credit is granted; and
3. Upon completion of study and examination, the examiner will submit a completed Washington State Music Teachers' Association Form C-8, "Report on Applied Music Study," to the principal so that the grade may be recorded on the student's permanent record.

Correspondence/Online/other Approved Institution Courses: Credit for correspondence/online /and other approved institution courses may be granted, provided the following requirements are met:

1. Prior permission has been granted by the principal;
2. The program fits the educational plan submitted by the student; and
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 school in the State of Washington; and
 - c. Other schools or institutions which are approved by the district after evaluation for a particular course offering.

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 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.

Graduation Ceremonies

Any student not served by an IEP must fulfill graduation requirements by the end of the last term of their senior year before 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 and transcript to each graduate. Participation in the actual graduation ceremony is not a requirement.

Any student who is receiving special education or related services under an individualized education program pursuant to state and federal law and who will continue to receive such services between the ages of eighteen and twenty-one may participate in the graduation ceremony and activities after four years of high school attendance with his or her age-appropriate peers and receive a certificate of attendance. Participation in a graduation ceremony and receipt of certificate of attendance under this section does not preclude a student from continuing to receive special education and related services under an individualized education program beyond the graduation ceremony. A student's participation in a graduation ceremony and receipt of a certificate of attendance under this section shall not be construed as the student's receipt of either a high school diploma or a certificate of individual achievement.

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, any exceptions require prior approval from the principal;
4. Each student who participates will be expected to cooperate with the class advisor's and to participate in all parts of the graduation ceremonies; and
5. Failure to comply with the above requirements will automatically forfeit a student's privilege of participation in the graduation ceremonies.

Date: 8/08/2005

Revised: 3/10/2008, 9/13/2010, 11/14/2013