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. 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. Counselors will provide assistance to incoming ninth graders and their families in developing educational plans. Changes in plans should normally reflect parent consent and should be submitted to the appropriate counselor. At the conclusion of each year the school will provide the student and his/her parents or guardians 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.

	Credits Required
English	4
Mathematics	2
Social Studies	3½
Science (1 credit in laboratory science)	2
Occupational Education	1
Physical Education	2
Health	½
Fine, Visual or Performing Arts	1
Focus (Career Planning/Portfolio)	½
Senior Seminar	½
Electives	6
Total	23

Credits

Students shall be expected to earn a total of 23 credits for the class of 2004 and thereafter in order to complete graduation requirements. For credit purposes, a class must meet for a total of 180 (50 minute) hours of planned in-school instruction.

Waiver of Graduation Requirements

The following procedure shall be followed in graduation waiver requests:

A. The principal is responsible for evaluation of 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/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. Request shall be initiated by the parent 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 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 of Washington history and government, pursuant to WAC 180-51-075, and physical education, pursuant to RCW 28A.230.050, may be waived. In the latter instance, an individual student may be excused from physical education 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, or for other good cause. This shall not alter the credit requirements established by the board.
   7. A maximum of 1 (one) physical education credit may be waived. Participation in directed athletics a minimum of 75 (seventy-five) logged hours in one directed district sponsored athletic activity will be the equivalent of ½ (one-half) credit. An additional waiver of 1 (one) physical education credit for good cause will be granted in hardship circumstances as determined by the principal.

<u>Alternative Programs</u>

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 maximum of three credits that are earned from off-site or alternative courses, not including "Running Start" or Clark County Skill Center programs, may be applied to a student's minimum requirements for graduation.

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 superintendent's office. Reasons for approval or disapproval shall be communicated to those making the request.

CCAA Program:

The Center for Career and Academic Advancement (CCAA), a program offered through the Clark County Skills Center in partnership with ESD 112, is designed to provide high quality vocational and technical education to students who have dropped out of high school or are in danger of dropping out due to credit deficiency. If a student residing in the district fails to thrive in regular high school course work and/or the district's Alternative Learning Center (ALC) and is in danger of dropping out of school, they may take advantage of the CCAA program. If the student successfully completes the CCAA program, the district will award the student a state diploma (19 credits minimum). All students completing this program are eligible for participation in any graduation ceremony offered through the Clark County Skills Center and/or ESD 112.

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/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.

Correspondence Courses

Credit for correspondence courses may be granted within the three-credit limitation, provided the following requirements are met:

A. Prior permission has been granted by the principal;
B. The program fits the educational plan submitted by the student;
C. 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.

Graduation Ceremonies

If students fulfill graduation requirements by the end of the last term of their senior year, they may participate in graduation ceremonies. Verification of completion for all outside credits from correspondence courses must be received in the counseling department prior to graduation rehearsal. 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. Cap and gown will be worn in the proper manner, as designated by the school administration 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.

Date: June 26th, 2007