

Section: **INSTRUCTION**

Policy Title: **Graduation Requirements**

**KELSO SCHOOL DISTRICT POLICIES PERTAINING TO GRADUATION REQUIREMENTS**

The board shall award a Kelso High School diploma to every student enrolled in the district who meets the Kelso High School requirements for graduation established by the district.

**I Graduation Requirements:**

The board shall establish graduation requirements which, as a minimum, satisfy those established by the State Board of Education:

	Class of 2009-2012	Class of 2013 and beyond
English (reading, writing and communications) <ul style="list-style-type: none"> <li>including one (1) year of language arts which contains American Literature (grades 9-12). Students must be enrolled in at least one (1) Language Arts course each semester (grades 9-12)</li> </ul>	4 credits	4 credits
Mathematics <ul style="list-style-type: none"> <li>including in one of the following progressive sequences                             <ol style="list-style-type: none"> <li>Algebra I, Geometry, and Algebra II</li> <li>Integrated Mathematics I, Integrated Mathematics II, and Integrated Mathematics III;</li> <li>Any combination of (1) and (2) in progressive sequence.</li> </ol> </li> </ul>	2 credits	3 credits
Science (physical, life and earth; one laboratory credit) <ul style="list-style-type: none"> <li>including two(2) semesters of integrated science (grade 9) and two(2) semesters of laboratory science (usually grade 10 biology.) Ninth grade students may substitute grade 10 biology, with teacher approval, for the grade 9 integrated science requirement.</li> </ul>	2 credits	2 credits
Social Studies (civics, history and geography) <ul style="list-style-type: none"> <li>including one (1) credit of World History and World Geography, one (1) credit of U.S. History and Government, one-half (.5) credit of American Government, and one-half (.5) credit of approved Social Studies elective courses.</li> <li>Washington State History is required for graduation (usually taken in grade 7).</li> </ul>	3 credits	3 credits
Physical Education <ul style="list-style-type: none"> <li>including two (2) credits of physical education,</li> </ul>	2 credits	2 credits

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including one (1) semester in grade 9 and three (3) semesters in grade 10-12. (See Section XVIII for waiver procedures.)		
Health <ul style="list-style-type: none"><li>• one-half (.5) credit of health (Family Health is usually taken in grade 9).</li></ul>	.5 credits	.5 credits
Arts <ul style="list-style-type: none"><li>• one (1) credit from fine, visual or performing arts or from any of the subject areas as set forth in WAC 180-51-060 (Minimum subject areas for high school graduation).</li></ul>	1 credit	1 credit
Occupational Education <ul style="list-style-type: none"><li>• including, but not limited to, family consumer science education, technology education, business, marketing, career occupations, agriculture, trade and industry, health science careers, fire science and sports medicine.</li></ul>	1 credit	1 credit
Elective	5.5 credits	5.5 credits
<b>Total</b>	21 credits	22 credits

A credit is defined at 150 hours of planned instructional activities excluding passing time. The board shall approve additional graduation requirements as recommended by the superintendent.

In addition to the minimum credit requirements, to earn a diploma each student must:

1. Pass the reading and writing portions of the state mandated assessments;
2. Complete a High School and Beyond Plan: Within the first year of high school enrollment, each student shall develop a plan for satisfying the state and district's high school graduation requirements and for their first year after high school completion. The plan should be developed in collaboration with the student, parent and district staff. The plan should include how the student will satisfy the district's academic credit requirements, preparation for successfully completing the state mandated assessments, a description of the student's culminating project and the student's goals for the year following graduation. Each student plan should be reviewed annually at the beginning of the school year to assess student progress, to adjust the plan, and to advise the student on steps necessary for successful completion of the plan;
3. Complete a Culminating Project: During the course of their high school career each student shall complete a culminating project. The project shall demonstrate the student's ability to think analytically, logically and creatively and to integrate experience and knowledge to form reasoned judgments and solve problems. The project will also have a connection to the world of work in that it will demonstrate that the student understands the importance of work

and how performance, effort, and decisions directly affect future career and educational opportunities;

4. Complete math requirements: Students in the class of 2009-2012 who fail to successfully pass the mathematics portion of the state mandated test or an appropriate alternative, must earn two mathematics credits after 10<sup>th</sup> grade. Credits earned must meet high school standards. Students in the Class of 2013 and beyond must pass the mathematics portion of the state-mandated assessment, an alternative assessment, or an end of course examination; and
5. Complete science requirements: Students in the class of 2013 and beyond must pass the science state-mandated assessment or an appropriate alternative.

A. 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 select 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.

B. A student will receive a certificate of academic achievement only if they earn the appropriate number of credits required by the district, complete a culminating project, complete the high school and beyond plan; and meet the reading, writing and math standards on the high school state-mandated assessment or an appropriate alternative assessment.

Students qualifying for special education services will earn a certificate of individual achievement as determined by their individual education plan.

## **II Rationale for Graduation Requirements which Exceed State Minimums**

Pursuant to WAC 180-51-020, the Board of Directors of Kelso School District hereby indicates its rationale for imposing graduation requirements in excess of the minimum required in RCW 28A.230.090 and WAC 180-51-060.

- A. Twenty-two (22) [class of 2013 and beyond] credit hours required for graduation exceed minimum standards by two (2) credits. Patrons of the Kelso School District have supported a required program of five (5) hours of instruction daily with the option of an extra period a day. With the constantly increasing complexity of our society, there is a need for all students to achieve at higher levels to be prepared to make a contribution to society and to achieve success in his/her own life. The District believes a student's ability to compete favorably in obtaining post-high school employment and/or higher education will be enhanced by the additional requirements.
- B. Four (4) credits in Language Arts exceed the minimum standard by one (1) credit. The Kelso School District believes that oral and written communication is vital to successful participation in our society. It is critical that a student read and express ideas orally and in writing in a world where these skills are highly valued.
- C. State minimum standards do not require health for graduation. The Kelso School District believes that health knowledge, attitudes and skills contribute to an individual's mental and physical well being.
- D. Three (3) credits in Social Studies exceed the minimum standard by one-half (.5) credit. The Kelso School District believes that the study of social sciences will provide students with lifelong knowledge and skills of civics, economics, history and government that they will need to become informed and active American citizens.

### **III Areas of Elective Study Available to Students**

In addition to the basic course requirements, the Kelso School District shall provide an opportunity for high school students to take at least one elective course in the following areas of study:

- A. Art;
- B. Career Education;
- C. Computer Education;
- D. Consumer Education;
- E. Economics;
- F. Environmental Education;
- G. World Language;
- H. Health Education;
- I. Family and Consumer Science;
- J. Music;

- K. Remedial Education (should include, but not be limited to, reading, language arts and mathematics)

Some or all of the foregoing areas of study listed may be taught as separate courses or may be incorporated into broader subject areas or made available by alternative means. (WAC 180-50-115)

Course offerings in this program of study should be taught with an appropriate emphasis on aesthetic, environmental, consumer or career concerns.

#### **IV Transfer Students**

A full program of classes at other public or private accredited secondary schools will be honored by the Kelso School District as the equivalent of a full program of classes when evaluating credits for graduation.

Students transferring to the Kelso schools during the semester from other state or out-of-state accredited public or private secondary schools may enroll in a full schedule of classes for credit; grades and attendance records will transfer in accordance with appropriate district policies and procedures.

#### **V Participation in Commencement Exercise**

To participate and receive a diploma in the Kelso School District commencement exercise, students must meet all district and state graduation requirements prior to the date of the exercise and otherwise be in good standing with their school through the commencement date.

To participate in the commencement ceremony, students must have all fees paid in full unless arrangements have been made with school administration.

Students who have been in regular attendance, have earned the required 22 [class of 2013 and beyond] credits and met all other District requirements, but have failed to meet the State's Certificate of Academic Achievement (CAA) or Certificate of Individual Achievement (CIA) requirements outlined in Section II, ~~Part L~~, may petition the school board, as outlined in Regulation 2410, to participate in graduation ceremonies without receiving a diploma. This participation exception applies only to the class of 2009 and will be reconsidered in the fall of 2009.

Students receiving special education or related services under an individual education plan pursuant to state and federal law and who will continue to receive

such services between the ages of eighteen and twenty-one will be allowed to 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. An application as outlined in Regulation 2410 must be submitted to the school board for approval.

However, a student's diploma or transcript may be withheld until the student pays for any school property that has been lost or willfully damaged. Upon payment for damages, or the equivalency through voluntary work, the diploma or transcript will be released. When the damages or fines do not exceed \$100, the student or his/her parents shall have the right to an appeal using the same process as used for short-term suspension as defined in Policy 3241, Classroom Management, Corrective Actions or Punishments. When damages are in excess of \$100, the appeal process for long-term suspension as defined in Policy 3241, Classroom Management, Corrective Actions or Punishments, shall apply.

Graduation requirements in effect when a student first enrolls in high school shall be in effect until that student graduates unless such period is in excess of ten years.

In the event that other forms of corrective actions are imposed for violations of school rules, the student may be denied participation in graduation ceremonies. Such exclusion shall be regarded as a school suspension. In such instances, the diploma will be granted.

## **VI Requirements for Class Status**

To acquire sophomore status, a student must earn a minimum of five and one-half (5.5) credits by the end of the second semester of grade 9.

To acquire junior status, a student must earn a minimum of ten (10) credits by the end of the second semester of grade 10.

To acquire senior status, a student must earn a minimum of sixteen (16) credits by the end of the second semester of grade 11.

## **VII Graduation Requirements for Special Education Students**

The provisions of WAC 180-51-115 provide that no student shall be denied the opportunity to earn a high school diploma solely because of limitations on the student's ability. Students may earn a Certificate of Individual Achievement using

multiple ways to demonstrate their skills and abilities commensurate with their IEPs. The student's transcript will indicate whether the student earned a Certificate of Academic Achievement or a Certificate of Individual Achievement. An individual graduation plan will be developed for each special education student at the time of entrance into grade 9 or at the determination of eligibility. Due to the unique needs and abilities of a legally documented handicapped student, a comprehensive Individual Education Program (I.E.P.) will be developed. The I.E.P. team, including the parents, will annually prescribe the individual program specific to the student's abilities and needs as required to meet minimum high school graduation credit requirements. If such requirements impede the student's progress toward graduation and there is a direct relationship between the failure to meet the requirements and the student's limitations, the requirements may be waived. This will include career and/or academic objectives. Successful completion of this Individual Education Program will be the criterion for awarding a high school diploma.

## VIII Deficiencies

- A. Student learning plans for students who are not successful on one or more components of the state-mandated assessments will be developed.
- B. Opportunities for students to make up graduation credit deficiencies may include: enrollment in the credit retrieval lab, enrolling for a full six (6) class periods (grades 10-12) or earning credits at a college or university. Credits earned at college/university level are converted to high school credits as follows:
  - 1. At the college or university level, five (5) quarter or three (3) semester hour credits equal one high school credit. WAC 180-51-050
  - 2. A college/university five (5) credit course numbered 100 or above will earn the student one (1.0) high school credit; a five (5) credit course numbered 099 or less will earn the student one-half (.50) high school credit.
  - 3. Approval by the principal is required prior to enrolling in a course(s) at college/university level except for students participating in Running Start who are exempt from this requirement.

## IX Student Aides

Being a student aide must be a learning experience for the student.

- A. All student aide requests must have prior approval of the teacher.
- B. Grades earned in approved student aide programs will be included in the G.P.A.
- C. No student may obtain more than two (2) credits as a student aide.
- D. Approved student aide positions must be listed in the Secondary Course Catalog.

**X Independent Study**

An independent study course may be established for a student wishing to pursue credit for course work not offered on a regular basis. To initiate an independent study course, a course outline should be developed by the student and a supervising teacher. An application form for independent study (available in the counselor's office) must be completed and the principal's approval obtained prior to the beginning of each semester.

**XI Equivalent Credit for Alternative Learning Experiences, Courses and Challenges**

Credit toward high school graduation may be granted for, but not limited to, the following:

- A. Planned learning experiences conducted away from the school under the supervision or with the approval of the school.
- B. National Guard high school career training. (See WAC 180-50-320 for special requirements.)
- C. Credit based on competency testing, in lieu of enrollment or taking specific courses, may be granted by the district.
- D. Home schooling (RCW 28A.200) See Policy 3114.
- E. Education Clinics (RCW 28A.205)
- F. Running Start (RCW 28A.300-400) The school district shall determine how many credits to award for college courses toward graduation. This determination shall be made in writing before the pupil enrolls in the course. The high school transcript shall indicate those courses taken at a community college or vocational-technical institute.

Such experiences, where not otherwise provided for by policy, may be accepted for credit upon compliance with procedures listed below. WAC 180-51-110, WAC 180-50-300

- A. A proposal for approval of credit for alternative learning experiences shall be submitted to the principal prior to the experience and shall include at least the following information in writing:
  - 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.
  - 8. Plans for evaluation of program.
- B. All requests for approval of credit for off-campus learning experiences shall be reviewed and approved or disapproved by a committee made up of representatives from the high school.
- C. The reasons for approval or disapproval shall be communicated to the student, parents or guardians.

## **XII High School Credit for Correspondence Courses and College Courses**

High school credits will be granted for courses taken from approved schools or institutions in accordance with the rules listed below.

- A. Courses approved by the National University Extension Association or the National Home Study Council; no more than six (6) credits earned by home-based instruction toward the requirements for high school graduation will be accepted.
- B. Courses taken at community colleges, vocational-technical institutes, four-year colleges and universities, and approved private schools in Washington state.
- C. Courses offered at other schools or institutions which are approved by the school district.

The following provisions will apply when correspondence courses and/or college courses are accepted for credit toward graduation:

- A. All courses, except for Running Start courses, must be approved in advance by the school principal or designee.

- B. The school principal should designate a qualified member of the staff to serve in a supervisory capacity while the course is being taken.

## **XII High School Credit for Career Choices**

Work experience is available as a part of the educational program for Kelso High School students. Credit may be granted for work experience under the following conditions:

- 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 educational growth in the student; the type of work done shall have definite educational value.
- D. The job in which experience is gained shall provide varied experiences.
- E. A work based learning program shall be supplemented by an adequate program of guidance, placement, follow-up and coordination between job and school.
- F. Work based learning as a planned part of a school subject may be included in the credit given for that subject.
- G. One credit (1) may be granted for not less than three hundred sixty (360) hours of work based learning related to a student's school program.
- H. A student participating in work experience 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 high school graduation, is acceptable. This applies only to students eighteen (18) years of age and older.

Legal references: WAC 180-50-315

## **XIV Interdistrict Cooperative Program Credit**

Upon action by the Kelso Board of Directors, provision may be made to establish cooperative programs with neighboring school districts or community agencies. Students may participate for credits in such programs in accordance with the established procedures.

## **XV Plan of Study Required**

Prior to completing the 8th grade, all students shall develop a plan of study for grades 9 through 12. This plan shall be developed cooperatively with the student, his/her parents or guardians, and the school staff. Parental approval of the completed plan, indicated by an appropriate signature, shall be required. This plan shall include at least the following elements:

- A. A statement of the student's long-range educational and occupational goals. It is understood that such a statement may only be tentative, but in order to develop a plan of study, some indication of long-range goals is necessary.
- B. Listing of all courses required for graduation.
- C. Listing of all electives.
- D. Indication of any waivers of graduation requirements granted to the student in accordance with graduation requirements.
- E. Post-secondary goals and plan for transition (13<sup>th</sup> year plan).

### **Annual Review Required**

Annually, prior to registration for the following school year, the student's plan of study shall be reviewed by the student with his/her counselor or advisor. Revisions in the plan may be made at any time before the next scheduling session. The student's parents or guardians will be notified of any revisions. Parental approval of the revised plan, indicated by an appropriate signature, shall be recommended.

### **Students New to the District**

All students entering the school district for the first time shall complete a plan of study covering the period between entry and graduation as a part of their initial enrollment procedure.

## **XVI Waiver of High School Graduation Requirements**

Graduation requirements are established with the expectation that all students will complete them. It is recognized, however, that individual students may have reason to request a waiver to accomplish specific academic or personal goals not possible with the required program.

- A. Limitation of Waiver

1. Requirements designated by state statutes and administrative code may not be waived except as provided for therein.
  2. The minimum requirements of twenty-two (22) [class of 2013 and beyond] credits in grades 9 through 12 may not be waived.
- B. Procedures for Granting of Waivers
1. The student and/or his/her parents or guardians shall complete a waiver request in writing and submit it to a counselor. The request will be reviewed by the counselor and must be approved by the principal(s) at the appropriate grade level(s).
  2. A written denial or acceptance containing the rationale for the disposition of the waiver will be forwarded to the persons requesting the waiver by the principals.
  3. A student or his/her parents or guardians who wish to appeal the decision of the principal may do so by submitting a letter to the Superintendent within ten (10) days of receipt of the principal's decision. The Superintendent or his/her designee shall review the case and notify the appellant of the decision within ten (10) days of receipt of the appeal.
  4. When a waiver is granted, a notation shall be made on the student's transcript by the counselor/registrar and signed.
  5. All waiver requests must be submitted prior to the student's initiation of the second semester of the senior year.
- C. Special Procedures for Waiver of Physical Education Requirement

A student may be excused from the physical education requirement at the principal's discretion 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. Such excused students shall be required to take alternative equivalent credits as specified by the principal. (RCW 28A.230.050, WAC 180-51-85)

### **XVII Kelso School District Diploma**

As an alternative to a Kelso High School Diploma, the board shall award a Kelso School District diploma to every student enrolled in the district who meets the minimum number of state credits (20 credits for class of 2013 and beyond) as established by the State Board of Education for Washington.

Students may pursue a Kelso School District Diploma (20 credits) [class of 2013 and beyond] by enrolling at either Loowit High School or the S.M.A.R.T. program. Requirements for each are listed below:

A. Loowit High School

Loowit High School will provide a twenty (20) [class of 2013 and beyond] credit Washington State basic education diploma for fifth-year seniors (under the age of 21) under the following circumstances:

1. The student has been enrolled and continuously attending Loowit High School for more than one semester and has fewer than eighteen credits before being considered for this diploma.
2. The student's plan has been considered and recommended by both parents and Loowit High School staff.
3. The student will not be considered for this program until their class has graduated and their graduation will not be completed for at least one semester beyond that date.
4. The student has completed graduation requirements as specified by the state:
  - a. Student has completed the twenty (20) [class of 2013 and beyond] credits in specified subjects.
  - b. Student has completed the Culminating Project.
  - c. Student has submitted a High School and Beyond Plan.
  - d. Student has earned a Certificate of Academic Achievement by passing the state mandated assessment.
5. The student has completed forty hours of service learning per school year.

B. S.M.A.R.T. (Start Making Academic Recovery Today) Program

1. The student's enrollment must be approved by Kelso High School staff, including the principal, SMART staff, and parent(s)/guardian(s) (if under 18 years of age), prior to enrollment in the SMART program.
2. The student must have attained senior status based on their cohort group at the time the diploma is granted.
3. The student must also meet the following graduation requirements as specified by the state:
  - a. Student has completed the twenty (20) [class of 2013 and beyond] credits in specified subjects.
  - b. Student has completed the Culminating Project.

- c. Student has submitted a High School and Beyond Plan.
- d. Student has earned a Certificate of Academic Achievement or Certificate of Individual Achievement by passing the state mandated assessment.

Cross References: Policy 3110 Qualifications of Attendance and Placement  
Policy 3241 Classroom Management, Corrective Actions or  
Punishment  
Policy 3520 Student Fees, Fines and Charges

Legal References RCW 28A.230.090 High school graduation requirements or  
equivalencies — Reevaluation and  
report by state board of education —  
Credit for courses taken before  
attending high school — Postsecondary  
credit equivalencies  
RCW 28A.230.120 Option to receive final transcripts — Notice  
RCW 28A.600.300-400 Running Start  
RCW 28A.635.060 Defacing or injuring school property —  
Liability of parent or guardian  
Chapter 180-50 WAC Courses of studies and equivalencies  
Chapter 180-51 WAC High school graduation requirements  
Chapter 180-57 WAC Secondary Education — Standardized high  
school transcript  
Chapter 392-169 WAC Running Start

Management Resources:

*Policy News*, April 1999 Variations complicate college credit  
equivalencies  
*Policy News*, December 2000 2004 High School Graduation  
Requirements Adopted  
*Policy News*, February 2004 High School Graduation  
Requirements  
*Policy News*, October 2004 Graduation Requirements: High  
School and Beyond Plans

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Revised: September 25, 2006  
Revised: April 23, 2007  
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