

POLICY 6190 PROCEDURES

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 that 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.

Required Subject Areas and Credits

The following credits and subject areas of study shall be required of each candidate for graduation at Granite Falls High School:

Subject	Credits
English	4.0
Mathematics	3.0
Social Studies (civics, history, geography)	3.0
Science	2.0
Occupational Education	2.0
Physical Education	1.5
Health	0.5
Arts	1.0
Electives	5.5

NOTE: successful completion of WA State History in Middle School or .5 high school credit in WA State History is required.

*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.

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

1. Complete a total of 40 hours of community service prior to graduation.
2. Complete a High School and Beyond Education Plan. 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.
 - e. Align the High School and Beyond Plan with the Essential Academic Learning Requirement, State Learning Goals and district goals and link to district high school graduation requirements.
 - f. Collect and analyze data in the planning process, including the student's development of the High School and Beyond Plan.
3. Culminating Project (beginning with Class of 2007). In assisting students with developing the culminating project the district should:
- a. Advise the student and parents of the requirement to complete a culminating project as a graduation requirement.
 - b. Provide the student assistance and guidance annually on completing the project.
 - c. The culminating project may include: (1) A demonstration of the student's ability to communicate in writing by completing an analytical, argumentative and/or reflective letter; (2) A demonstration of the student's ability to communicate orally through a presentation to peers, teachers and/or community members; (3) Completion of a self directed student project that demonstrates the student's academic and management skills; and (4) The opportunity for the student to complete a community service project or a project working with a community member.
 - d. Review each student's progress annually.
 - e. Provide opportunities within the curriculum for students to work on projects.
 - f. Ensure projects align with goals three and four of the learning goals.
4. Pass the reading and writing portions of the statewide assessment.
5. If a student fails to successfully pass the math portion of the statewide assessment or an appropriate alternative, the student must complete additional math credits as outlined below and continue to take the math statewide assessment once each year.

Subject Area Requirements and Approved Courses

The following courses are approved for satisfying the subject area requirements as established by the state board of education:

Subject Area	Approved Courses
English	(see master schedule for all subject areas)
Mathematics	
U. S. History and Government	
Washington State History and Government	
Contemporary World History, Geography & Problems	
Lab Science	
Occupational Education	
Physical Education	
Fine, Visual & Performing Arts	

Credits

Students shall be expected to earn a total of 22.5 credits in order to complete graduation requirements.

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 homeschool), 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. Credits from unaccredited programs or homeschool shall be evaluated as described on page six under homeschool credit section. Decisions of the

principal or designee may be appealed to the superintendent within fifteen (15) school days of the initial decision.

Upon the request of a student and/or parent, high school credit may be given which shall apply toward fulfilling high school graduation requirements if the student successfully completes a seventh or eighth grade course that exceeds the requirements for seventh and eighth grade classes and the course is similar or equivalent to a course offered at the high school as determined by the board of directors or the course instructor is certificated to teach the course in grades nine through twelve.

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 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.
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 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 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.
 - f. Transferring students will be required to complete 5 hours of community service for each semester enrolled at Granite Falls High School.
 - g. All state statutory requirements must be satisfied except that Washington history and government may be waived for students who have completed and passed a state history/government course in another state during grades 7-12 and who have fulfilled study of the Washington State Constitution through an alternate learning experience approved by the principal/designee.
 - h. Additionally, physical education may also 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.

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:

1. The objective(s) of the program.
2. The teaching component(s) of the program, including where and when teaching activities will be conducted by school district certificated staff.
3. A schedule of the duration of the program, including beginning and ending dates within the school year.

4. 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.
5. A description of intervention techniques and criteria for their use.
6. Description of how student performance will be assessed.
7. Qualifications of instructional personnel.
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 Digital and Online Curriculum

Credit may be granted for the District's digital and online curriculum if the program satisfies the requirements of WAC 392-121-182.

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 basis 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 definitely 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 a work based coordinator.
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. A student participating shall be legally employed and must have passed his/her sixteenth birthday.
9. An employer's report of the student's work record, indicating satisfactory progress on the job, shall be filed with the school.
10. The regular state apprenticeship program, where the training is worked out cooperatively with the school and meets the standards for graduation requirements, is acceptable.

Credit for 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:

1. MIL Form 115 or an equivalent form now or hereafter provided by the National Guard shall be completed and filed with the school district.
2. 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:

1. To gain credit for a course of study, a student shall provide:
 - a. A journal that reflects the actual work completed during a home-study course of study.
 - b. Exhibit(s) of any specific projects completed (e.g., themes, research papers, art and/or shop projects).
 - c. Any such other performance-based exhibits of specific course-related accomplishments.
2. 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.

If a parent and/or student believe that the above process is excessively burdensome, the student, if eligible, may apply to take the test of General Educational Development.

Credit for Correspondence Courses

Credit for correspondence courses may be granted within the 22.5 credit limitation, 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.
3. Credit is granted for the following approved schools:
 - a. Schools approved by the National University Continuing Education Association, or accredited by the National Home Study Council.
 - b. Community colleges, vocational-technical institutes, four-year colleges and universities and approved private schools in the state of Washington.
 - c. Other schools or institutions that 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. Each student shall be awarded a diploma after satisfactorily completing local and state requirements and payment of any fines pursuant to RCW 28A.635.060. 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:

1. Each participating student must participate in the graduation ceremony rehearsal.
2. 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.
3. Caps and gowns will be worn in the proper manner, as designated by the school administration and class advisor.
4. Students who participate will be expected to wear attire and accessories that are socially appropriate.
5. Each student who participates will be expected to cooperate with the class advisor and to participate in all parts of the graduation ceremonies.
6. Failure to comply with the above requirements will automatically forfeit a student's privilege of participation in the graduation ceremonies.

Valedictorian/Salutatorian Criteria

The valedictorian for the graduating class shall be the student with the highest accumulated GPA as calculated by grades, up to and including the first semester of the senior year. The salutatorian for the graduating class shall be the student with the second highest accumulated GPA as calculated by grades, up to and including the first semester of the senior year.