

High School Graduation Requirements

A. Information to Students and Parents

Each high school will make available for student and public inspection a copy of the state board of education rules and regulations regarding high school graduation requirements and procedures for equivalencies applicable for the school/year and the preceding ten years, as well as the locally adopted requirements for graduation and any equivalencies.

A copy of the school district's graduation requirements will be published in an annual course catalog and made available to each student and his/her parent(s) or guardian(s) during the annual course selection process.

B. 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. 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.

C. Credit and Course Requirements

The equivalent of one year of study, a credit will equal no fewer than 150 (or 180 50-minute periods) hours of planned school instruction, or 9,000 minutes (i.e., 150 hours of planned instruction equals one high school credit) except in those instances in which a high school has received an exemption to the 150 hour requirement by following the procedures found in WAC 180.51.050 . A semester course equals .5 credits.

Required Subject Areas include:

<u>Subject Areas:</u>	Issaquah /Skyline HS	Liberty HS	Tiger Mountain Community HS
	Class of 2012 & Beyond	Class of 2012 & Beyond	Class of 2012 & Beyond
English	4.0 credits	4.0 credits	4.0 credits
Mathematics*	3.0 credits	3.0 credits	3.0 credits
Social Studies**	3.0 credits	3.5 credits	3.5 credits
Science	2.0 credits	2.0 credits	2.0 credits
Occupational Education***	1.0 credit	1.0 credit	1.0 credit
Physical Education	1.5 credits	2.0 credits	1.5 credits
Health	.5 credit	.5 credit	.5 credit
Fine or Applied Arts	1.0 credit	1.0 credit	1.0 credit
Electives	6.0 credits	9.0 credits	4.0 credits
Senior Core Elective		1.0 credit	
Senior General Elective		1.0 credit	
TOTAL CREDITS	22.0	28.0	20 credits

*For the Class of 2012 and beyond only those math credits earned while in grades 9 through 12 will satisfy the math graduation requirement.

**Social Studies credits required are World Studies (9th grade requirement); European Studies (10th grade requirement) and U.S. History (11th grade requirement). The State of Washington also requires that students take a Washington State History and Government course. This requirement is satisfied in 7th grade in the Issaquah School District. Liberty HS has an additional .5 credit required during senior year.

***The Issaquah School District requires that all students meet technology proficiency. This is accomplished by successfully completing an approved technology course in high school/ middle school or passing the technology proficiency test.

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

- Complete a High School and Beyond Plan
- Complete a Culminating Project
- Pass the reading and writing portions of the statewide assessment
- Complete science requirements: Students in the class of 2015 and beyond must pass the science statewide assessment or an appropriate alternative
- Pass the mathematics portion of the statewide assessment or an appropriate alternative
- Complete math requirements:
 - Students in the class of 2012 who fail to successfully pass the mathematics portion of the statewide assessment or an appropriate alternative, must earn two mathematics credits or career and technical education equivalent mathematics credits after 10th grade. Credits earned must meet high school standards.
 - Students in the Class of 2013 and beyond must pass the mathematics portion of the statewide assessment or an appropriate alternative, and 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.

D. Waiver of Graduation Requirements

The principal is responsible for evaluating the 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.

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 which will include opportunities the student may have had during his/her high school career to complete the requirement.
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 record keeping 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/designee no later than 30 days prior to the anticipated graduation date.
6. All state requirements must be satisfied except: a) Secondary school students who have completed and passed a state history and government course of study in another state may have the Washington state history and government requirement waived by their principal. Eleventh and twelfth grade students who transfer from another state may have the requirement waived if, without such a waiver, they will not be able to graduate with their class. b) 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 district.

E. Career and Technical Education

Career and Technical Education (Occupational Education) includes, but is not limited to, the following areas: Human Services, Public Resources, Health Science, Engineering, Manufacturing, Construction, Business, Marketing, Arts, Communications, and Information Technology. Many Career and Technical Education courses are equivalency credited.

F. Students with Special Educational needs

A student with special education needs will satisfy the minimum requirements for graduation if those requirements are incorporated into the Individualized Education Program (IEP). Satisfactory completion of the objectives incorporated into the IEP will serve as the basis of determining completion of the required

course of study. Special accommodations will be made for individual students, or in lieu thereof, exemption from any requirements in WAC 180-51, if such requirement impedes the student's progress toward graduation and there is a direct relationship between the failure to meet the requirement and the student's limitation.

G. Running Start

Students, who are juniors or seniors in high school, by age and credit, as determined by the district, may earn credit toward meeting graduation requirements by taking counselor-approved courses at Running Start institutions.

H. Seventh and Eighth Grade Students

If the following conditions are fulfilled, seventh and eighth grade students may earn high school credit, which will apply toward fulfilling high school graduation requirements.

1. The academic level of the course must be equivalent to or exceed the requirements for the same course offered to high school students as determined by the district.
2. All 7th and 8th grade students who complete high school credit courses are eligible to have those grades and credits placed on their high school transcript. A request can be made to add the credit and grade at any time up to the point of the student's junior year credit review with his/her counselor. Students must declare their choice on form 2410 F2 if they decide to apply their middle-school course to their high-school transcript. Please note that once the grades are added to the high school transcript, the grade and credit cannot be removed and will permanently be included in the computation of the student's grade point average.

I. Alternative Learning Programs

The Issaquah School district offers Alternative Learning in accordance with WAC 392-121-182 and Issaquah School District Policy 2245. Credit toward high school graduation is awarded for contract-based learning or online learning off campus.

J. Other Varied Learning Programs and Activities

The purpose of this credit option is to provide some flexibility for students who have challenging and competing course selection priorities as determined by their educational or career goals or who wish some variety of experience which is not available in their current high school program.

To preserve the integrity of the requirements, 50% of the graduation credit requirement in any discipline must be earned in a regularly scheduled high school course and students may earn no more than two (2) credits or four (4) semesters from outside sources. We acknowledge that a variance in this standard is sometimes advisable for school district identified special education students or for students with other compelling reasons as determined by the principal.

1. Outside Physical Education and Music Activities

Utilizing the following standards, credit may be accepted for planned learning experiences not conducted on an Issaquah School District high school campus, or conducted outside the Issaquah School District high school day, or instructed by a person who is not an Issaquah School District employee. Activities will reflect the same parameters as regular high school coursework including:

a. Standards

- i. Planned activities must equal at least ninety (90) fifty-minute units of time (75 hours) for a .5 semester credit.
- ii. Evaluation of student learning should have student outcomes that demonstrate the proficiency level of skills and knowledge identified in the course objectives.
- iii. Courses should have equal rigor as courses in the same subject area in the high school program.

b. Proposals

A proposal for approval of credit for varied 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:

- i. The name of the program or planned learning experience and the length of time for which approval is desired;
- ii. The objective(s) of the program or planned learning experience;
- iii. Which one or more of the state learning goals and related essential academic learning requirements are part of the program or planned learning experience;
- iv. Content outline of the program and/or major learning activities and instructional materials to be used;
- v. Description of how student performance will be assessed;
- vi. Qualifications of instructional personnel;
- vii. How, and by whom the student will be supervised;
- viii. A schedule of the duration of the program, including beginning and ending dates;
- ix. Description of how the content and skill development will be delivered by the instructor;
- x. Description of how student performance will be assessed;
- xi. Plans for evaluation of program.

c. Requests for credit must receive prior approval from the building principal after consultation with a counselor and departmental staff utilizing forms 2410 F3 and 2410 F4.

d. A non-refundable fee of \$30.00 will be charged for each varied learning experience application. This fee may be waived for students who qualify for free or reduced meals. The certificated staff member responsible for application review and approval verification will receive one hour of pay for each application at the curriculum development rate upon submission of a work verification form. Expenses will be paid from the credit retrieval account.

2. Work Experience

The Issaquah School District offers credit for work experience in accordance with WAC 392-410-315. Credit may be granted for work experience based on the following:

- a. By state work experience guidelines, work experience students must be enrolled in a class which sponsors cooperative work experience.
- b. All work experience programs shall be supervised and evaluated by the school. Once a work experience is approved, a certificated staff member must supervise and evaluate the student's work experience.
- c. Students learning under an Individualized Educational Plan (IEP) can receive work experience credit. The work experience of IEP students is supervised and evaluated by their teachers.
- d. The work experience shall be clearly related to the stated educational goals of the student.
- e. Credit for work experience shall represent growth in the student, according to district standards, and shall be awarded following the successful completion of a written plan developed by the student, employer, and supervising staff member. The written plan shall include at least the following components:
 - i. The student's relevant educational goals,
 - ii. The student's job responsibilities and varied planned educational work experiences,
 - iii. The plan for student evaluation by the employer, the student and the supervising staff member.
 - iv. Form 2410 F5 should be used for career and technical education studies.
- f. The work experience shall be supplemented by an adequate program of guidance, placement, follow-up and coordination between the work experience and the school.
- g. Work experience which is a planned part of a school course may be included in the credit awarded for that course.
- h. A student participating must be in grades 10-12 and be at least 16 years of age.
- i. Progress reports from the employer, indicating satisfactory progress on the job, will be submitted to the supervising staff member at least once each semester.
- 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.
- k. A maximum of one credit in work experience may be awarded per year. A maximum of two credits may be awarded any individual student during their high school years. Credit may not be awarded for core requirement courses.

3. Online Learning Option:

Credit may be accepted for online learning experiences in accordance with Issaquah School District

Policy 2024. The essential requirements include:

- a. Prior permission must be granted by the counselor through the submission of the Request for Outside Credit form (2024 F1).
- b. Credit for online courses will be granted as follows:
 - i. Online courses that are approved by OSPI and taught by district teachers will be granted credit in the same manner as other course offerings in the district. These credits are not limited. The actual letter grade (A-F) is recorded on the transcript.
 - ii. Online courses that are approved by OSPI and taught by third party course providers will be granted credit in the same manner as other course offerings in the district. The actual letter grade (A-F) is recorded on the transcript. However, no more than two credits (4 semester courses) taken in this manner will be granted during a student's high school career. Counselors, with principal approval, may grant an exception to the two credit limit for good cause.
 - iii. Online courses that are not approved by OSPI are subject to the two credit limit described above and must be preapproved by the District and will be granted credit and a P/F or S/U recorded on the transcript.
 - iv. Beginning school year 2011-2012, only courses approved by OSPI will be eligible for credit from the district unless an exception is approved by the district and principal for good cause
- c. A maximum of 50% of a graduation requirement may be obtained through online courses.
- d. The school may proctor final assessments to ensure a student is doing his or her own work.
- e. The District shall not, in any way, be responsible for whether colleges and universities will accept online credits, whether agencies who grant scholarships will recognize online credits or whether the National Collegiate Athletic Association (NCAA) will approve online courses. Parents and students are solely responsible for the consequences of these issues.
- f. The learning outcomes of the course should be the same as those we expect students to obtain when they take similar courses within the district.

K. College and other transcribed coursework

Credit may be accepted for transcribed coursework completed at a college, public school or state accredited private school in accordance with the requirements outlined in this policy.

L. Graduation Ceremonies

If students fulfill all state and district 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:

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.
4. Each student who participates will be expected to cooperate with the class advisor and to participate in all parts of the graduation ceremonies.
5. Failure to comply with the above requirements will automatically forfeit a student's privilege of participation in the graduation ceremonies.

Date: 04.00; 02.11; 09.20.11; 02.02.12; 03.12.12