

# Stanwood Camano School District #401

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## INSTRUCTIONAL SERVICES

**Lloy Schaaf**

Assistant Superintendent of Teaching and Learning

### MEMORANDUM

**To:** Stanwood-Camano School Board of Directors

**Fr:** Lloy Schaaf, Ed.D.

**Re:** Approval of Second Reading/Adoption of Revised Policy 2410

**Date:** December 15, 2015

Attached, please find the second reading of revised Instruction Policy 2410 High School Graduation Requirements.

District officials who are responsible for components of the policy have reviewed this document.

### RECOMMENDATION:

**That the Board approves the Second Reading/Adoption of Policy 2410 High School Graduation Requirements.**

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## HIGH SCHOOL GRADUATION REQUIREMENTS

Each student who has successfully completed an instructional program appropriate to his/her interests and needs shall be awarded a diploma at graduation ceremonies. The board shall award a regular high school diploma to every student enrolled in the district who meets the requirements of graduation established by the district. Only one diploma shall be awarded with no distinctions being made between the various programs of instruction, which may have been pursued.

The board shall establish graduation requirements that, as a minimum, satisfy those established by the state board of education:

**Effective for class of 2013 and beyond:**

<b>English (reading, writing and communications)</b>	<b>4 credits</b>
<b>Mathematics</b>	<b>3 credits*</b>
<b>Science (one laboratory credit)</b>	<b>2 credits</b>
<b>Social Studies (civics, history and geography)</b>	<b>3 credits</b>
<b>Health and Fitness</b>	<b>2 credits</b>
<b>Arts</b>	<b>1 credit</b>
<b>Career and Technical Education</b>	<b>1 credit</b>
<b>Electives</b>	<b>6.5 credits</b>
<b>TOTAL.....</b>	<b>22.5 credits</b>

**PLUS a high school and beyond plan (13<sup>th</sup> year plan), evidence of accomplishment of state assessment requirements, evidence of successful completion of Washington State History and Government coursework, and a culminating project.**

**\*Math credits must include one year each of algebra 1, geometry, and either algebra 2 or a Career and Technical Education course that meets state standards for algebra 2.**

A credit is defined as 180 (50 minute) hours of planned instructional activities excluding passing time. A Carnegie unit (180 hours/50 minute) is required unless a waiver process has occurred. The board shall approve additional graduation requirements as recommended by the superintendent.

The superintendent shall develop procedures for implementing this policy which include:

- A. Recommending course and credit requirements that satisfy the state board of education requirements and recognize the expectations of the citizens of the district.
- B. Determining which courses satisfy particular subject area requirements and whether a particular course may satisfy more than one subject area requirement including a process for determining the credits the district will recognize for courses taken through another program recognized by the state (another public school district, an approved private school) or those courses taken by students moving into the state from another state or country. Decisions regarding the recognition of credits earned before enrolling in the district will be based on the professional judgment of the high school principal or designee based on an evaluation of the student's former program and demonstrated knowledge and skills in the discipline for which credit is sought. The decision of the principal may be appealed to the superintendent within fifteen school days.
- C. Making graduation requirements available in writing to students, parents/guardians and members of the public.
- D. Providing for a waiver of graduation requirements for an individual student when permitted.
- E. Granting credit for learning experiences conducted away from school, such as Alternative Learning Experiences, electronically mediated courses, and National Guard high school career training.
- F. Granting credit for correspondence, vocational-technical institutes and/or college courses for college or university course work the district has agreed to accept for high school credit, state law requires that the district award one high school credit for every five quarter-hour credits or three semester

hour credits successfully earned through a college or university, except for community college high school completion programs where the district awards the diploma. Tenth and eleventh grade students and their parents/guardians shall be notified annually of the Running Start Program.

- G. Granting credit for work experience.
- H. Granting credit based upon competence testing, in lieu of enrollment.
- I. Granting credit for high school courses completed before a student attended high school, to the extent that the course work exceeded the requirements for seventh or eighth grade.
- J. Counseling of students to know what is expected of them for completion of their schooling.
- K. Preparing a list of all graduating students for the information of the board and release to the public.
- L. Preparing suitable diplomas and final transcripts for graduating seniors.
- M. Planning and executing graduation ceremonies.

In the event minimum test requirements are adopted by the board, a student who possesses a disability shall satisfy those competency requirements which are incorporated into the Individualized Education Program (IEP). Satisfactory completion of the objectives incorporated into the IEP shall serve as the basis for determining completion of a course. A student shall be issued a diploma after completing the district's requirements for graduation. A student shall also be advised that he/she may receive a final transcript.

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/guardians 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.

Cross References:

Board Policy 3110	Qualifications of Attendance and Placement
Board Policy 3241	Classroom Management, Corrective Actions or Punishment
Board Policy 3520	Student Fees, Fines and Charges
RCW 28A.155	Special Education

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
RCW 28A.655.061	High school assessment system Certificate of Academic Achievement

Chapter 180-50 WAC	Courses of studies and equivalencies
Chapter 180-51 WAC	High school graduation requirements
Chapter 180-51-100 WAC	Temporary exemption from course and credit requirements
Chapter 180-51-115 WAC	Procedures for granting high school graduation credits for students with special education needs
Chapter 180-57 WAC	Secondary Education — Standardized high school transcript
Chapter 181-51-110 WAC	Equivalency credit for alternative learning experience, non high school courses, electronically mediated courses, work experience and challenges
Chapter 392-121-182	Alternative learning experience requirements
Chapter 392-169 WAC	Running Start
Management Resources: <i>Policy News</i> , April 1999	Variations complicate college credit equivalencies
<i>Policy News</i> , December 2000	2004 High School Graduation Requirements Adopted

**Adoption Date: 03.02.04**  
**Stanwood-Camano School District**  
**Revised: 02.07.06; 05.19.09; 10.15.13, 9.16.15, 12.15.15**