

LAKESWOOD SCHOOL DISTRICT #306
BOARD POLICY #4850

4000 INSTRUCTION

4800 Academic Achievement

4850 Graduation Requirements

Each student who has successfully completed an instructional program appropriate to his/her interest and needs shall be awarded a diploma at fitting graduation ceremonies. The Board of Directors 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 requirement for graduation shall be the completion of work and studies representing the instructional program assigned to grades 9-12. The minimum requirements for graduation from Lakewood High School are set by the State of Washington with additional requirements set by the Lakewood School Board, which include the following for the classes of 2009, 2010, 2011 and 2012:

CREDITS:

English		4.0	Credits
9 th Grade English	1.0 Credit		
10 th Grade English	1.0 Credit		
11 th Grade English	1.0 Credit		
12 th Grade English	1.0 Credit		
Mathematics		2.0	Credits
Social Studies		3.0	Credits
U.S. History and Government	1.0 Credit		
World History	1.0 Credit		
Current World Issues	1.0 Credit		
Science (1.0 credits must be a lab science)		2.0	Credits
Occupational Education		1.0	Credit
Physical Education		1.5	Credits
Health		.5	Credit
Fine Arts		1.0	Credit
Electives		<u>7.5</u>	Credits
TOTAL CREDITS		22.5	Credits

The minimum requirements for graduation from Lakewood High School are set by the State of Washington with additional requirements set by the Lakewood School Board, which includes the following for the classes of 2013 and beyond:

CREDITS:

English		4.0	Credits
9 th Grade English	1.0 Credit		
10 th Grade English	1.0 Credit		
11 th Grade English	1.0 Credit		
12 th Grade English	1.0 Credit		
Mathematics		3.0	Credits
Social Studies		3.0	Credits
U.S. History and Government	1.0 Credit		
World History	1.0 Credit		
Current World Issues	1.0 Credit		
Science (1.0 credits must be a lab science)		2.0	Credits
Occupational Education		1.0	Credit
Physical Education		1.5	Credits
Health		.5	Credit
Fine Arts		1.0	Credit
Electives		<u>6.5</u>	Credits
TOTAL CREDITS		22.5	Credits

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.

COUGAR PATH - Stands for:

- Portfolio of best work
- Activities for PATH sessions
- Two options =
- Highly prepared Cougars

The Cougar Path, satisfies the Washington State graduation requirements of a Culminating Project and a high school and beyond plan. The Cougar Path shall include:

- 1) PATH Sessions

Each student will be assigned a teacher with whom to complete Cougar PATH activities. Students will complete goal setting and career planning activities including individual plans for high school and beyond.
- 2) Portfolio of Best Work

Each student will turn in three examples of their best work from their classes each year. These examples must come from three different subjects.
- 3) Culminating Project

Senior students will be required to complete a two-part project as their final PATH requirements. Each student must successfully complete one out of the following three options for graduation in accordance with the assessment criteria established for each option:

- a) Career Exploration. This will consist of a minimum of 20 hours paid or unpaid work, a mentorship, internship or job-shadow in a position that is related to the students' career goals.
- b) Community Service. Twenty hours of unpaid work for the benefit of a community member or organization.
- c) Project: This project will be approved by the student's PATH Coordinator, and could encompass virtually any area of the student's interest. The project is a physical demonstration of one or more skills the student has refined during the Cougar PATH activities.

For the second part of the project, all students will present their Notebooks and 5th Year Plan to a board, and all students will write a personal narrative addressing how the high school experience has shaped and prepared them for their future.

CERTIFICATE OF ACADEMIC ACHIEVEMENT OR INDIVIDUAL ACHIEVEMENT

Graduates are required to complete the Certificate of Academic Achievement, which is accomplished through successful completion of all required sections of the Washington Assessment of Student Learning (WASL) or an appropriate alternative assessment prior to graduation. In addition, students must earn the appropriate number of credits required by the district, complete a culminating project, and complete the high school and beyond plan. In lieu of the Certificate of Academic Achievement, special education students may earn a Certificate of Individual Achievement as determined by their individual education plan.

Students in the class of 2009-2012 must successfully pass the mathematics portion of the WASL or an appropriate alternative. Those students who fail to pass the mathematics portion of the WASL must also earn two mathematics credits or career and technical education equivalent mathematics credits after 10th grade or meet standards on a mathematics collection of evidence or meet standard on the math ACT, math SAT, or calculus or statistics Advanced Placement course exam. Credits earned must meet high school standards. Students in the Class of 2013 and beyond must pass the mathematics portion of the WASL, an alternative assessment, or an end of course examination; and complete science requirements: students in the class of 2013 and beyond must pass the science WASL or an appropriate alternative.

Students, in the Class of 2013 and beyond, 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 students' 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.

WASHINGTON STATE HISTORY

Washington State History is a graduation requirement in the State of Washington. Beginning with the graduating class of 2005, students in the Lakewood School District will be enrolled in this course during their 7th grade year. Students who have not met the requirement will be responsible for fulfilling this requirement through a pre-approved credit remediation option.

The board requires that each candidate for graduation shall have earned 22.5 credits. One-half credit is awarded for each semester course successfully completed. Exceptions include Sno-Isle Programs, Running Start, College in the High School, and other variable credit programs as approved by the principal.

Students may be granted credit for work experience performed through the district's Work Based Learning Program and the National Guard High School Career Training Program.

A student must have completed all graduation requirements to be eligible to participate in the graduation ceremony (graduation ceremony participation exceptions may include exchange students and Running Start students). A student's diploma and 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 and transcript will be released. 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.

The principal will be the deciding authority on credit questions, transfer credit issues, and may waive one P.E. credit requirement for a student who participates in two sessions of Lakewood High School or organized community athletics, cheerleading, and/or similar activities.

This policy will begin with the graduating class of 2008. 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.

Cross References:

Board Policy 5121

Admission & Qualifications of Attendance

Board Policy 5341

Discipline-Conditions and Limitations

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	High school diplomas – Issuance – Option to receive final transcripts – Notice
	RCW 28A.600-300-400	High school students’ options
	RCW 28A.635.060	Defacing or injuring school property – Liability of Parent or guardian – Withholding grades, diploma, or transcripts – Suspension and restitution – Voluntary work program as alternative – Rights protected
	WAC 392-410	Courses of studies and equivalencies
	Chapter 180-51 WAC	High school graduation requirements
	WAC 392-348	Secondary Education
	WAC 392-121-182	Alternative Learning Experience
	Chapter 392-169 WAC	Special service programs – running start program
Management Resources:	Policy News, Feb 2008	High School Graduation Requirements
	Policy News, Aug 2007	Graduation Requirements Modified by Legislature
	Policy News, Oct 2004	Graduation Requirements: High School and Beyond Plans
	Policy News, Feb 2004	High School Graduation Requirements
	Policy News, Dec 2000	2004 High School Graduation Requirements Adopted
	Policy News, April 1999	Variations Complicate College Credit Equivalencies

LAKESWOOD SCHOOL DISTRICT #306
ADMINISTRATIVE PROCEDURES
BOARD POLICY #4850

Publication of Graduation Requirement

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 graduation requirements in effect for that student. Graduation requirements shall also be included in the student handbook.

High School Completion

As a component of the Cougar Path, each student is to develop, update as necessary, and have on file a high school completion plan approved by the parent. Counselors and advisory teachers 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 or advisory teacher. 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 for the classes of 2009, 2010, 2011, and 2012:

CREDITS:

English		4.0	Credits
9 th Grade English	1.0 Credit		
10 th Grade English	1.0 Credit		
11 th Grade English	1.0 Credit		
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TOTAL CREDITS		22.5	Credits

The High School and Beyond Plan and culminating project requirement shall be satisfied through successful completion of the Cougar Path. The Cougar Path shall include:

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3) Culminating Project

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- d) Career Exploration. This will consist of a minimum of 20 hours paid or unpaid work, a mentorship, internship or job-shadow in a position that is related to the students' career goals.

- e) Community Service. Twenty hours of unpaid work for the benefit of a community member or organization.
- f) Project: This project will be approved by the student's PATH Coordinator, and could encompass virtually any area of the student's interest. The project is a physical demonstration of one or more skills the student has refined during the Cougar PATH activities.

For the second part of the project, all students will present their Notebooks and 5th Year Plan to a board, and all students will write a personal narrative addressing how the high school experience has shaped and prepared them for their future.

Credits

Students shall be expected to earn a total of 22.5 credits to meet graduation requirements. For credit purposes, a one (1.0) credit class must meet for a total of 180 (50-minute) hours of planned instruction.

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 home school), 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 home schools shall be evaluated as described below for home school students. Decisions of the principal or designee may be appealed to the superintendent within fifteen school days of the initial decision.

Waiver of Graduation Requirements

All state requirements must be satisfied except that Washington history and government may be waived for students who have completed and passed a state history and government course in another state during grades seven through twelve and who have fulfilled study of the Washington state constitution through an alternative learning experience approved by the principal. Additionally, 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 total credit requirements established by the Board.

The following procedure shall be followed in graduation waiver requests:

- A. 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 for 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 record keeping procedures for storage of all pertinent data relating to each waiver request; and
5. The parent or eligible student shall be notified that an appeal of the principal's decision on waiver requests may be made in writing to the superintendent no later than 30 days prior to the anticipated graduation date.

Alternative Programs

Credit toward graduation requirements may be granted for alternative learning experiences, authorized in Board policy #4249 – Alternative Learning Experience Program.

Credit for Work Experience

The use of work experience as 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.

- A. The work program shall be supervised through the district's Work Based Learning Program.
- B. The work experience shall be specifically 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 Work Based Learning Program Coordinator.
- 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 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.
- 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.

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:

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

- A. To gain credit for a course of study, a student shall provide:
 1. A journal which reflects the actual work completed during a home-study course of study
 2. Exhibit(s) of any specific projects completed (e.g., themes, research papers, art and/or shop projects); and/or
 3. Any such other performance-based exhibits of specific course-related accomplishments.
- B. 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.
- C. Credit is granted for the following approved schools:
 1. Community colleges, vocational-technical institutes, four-year colleges and universities and approved private schools in the state of Washington, and
 2. 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 are eligible to 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:

- 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 or officers.
- B. Caps and gowns 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 forfeit a student's privilege of participation in the graduation ceremonies.
- F. The diploma and transcript may be withheld until all outstanding fines and fees have been paid.
- G. A student may be denied the privilege of participating in the graduation ceremony as a form of corrective action for violations of school rules. Such exclusion shall be regarded as a school suspension. In such instances, the diploma shall be granted.