

HIGH SCHOOL GRADUATION REQUIREMENTS

I. PUBLICATION OF GRADUATION REQUIREMENTS

Prior to registering in high school and each year thereafter, each student and his or her parents or guardians will be provided with a copy of the graduation requirements in effect for that student (those in effect when the student enrolled in ninth grade). Graduation requirements will be included in the student handbook provided to each student and will be posted on the district and school websites.

II. CREDIT REQUIREMENTS

Period of Eligibility to Earn Credits

Credit towards high school graduation will generally be earned in grades nine through twelve. However, upon request, the district may award high school credit towards fulfilling graduation requirements to a student who has completed high school courses while in seventh or eighth grade if one of the following applies:

1. The course was taken with high school students, and the student successfully passed the same course requirements, and examinations as the high school students enrolled in the class; or
2. The course taught at the middle school level has been determined by the district to be similar or equivalent to a course taught at the high school level.

Awarding of High School Credit

The district will award high school credit for successful completion of a specified unit of study. A student successfully completes a specified unit of study by doing one of the following:

- A. Earning a passing grade according to the district's grading policy;
- B. Demonstrating proficiency or mastery of content standards as determined by the district (the district will establish a process for determining proficiency or mastery for credit bearing courses of study); or
- C. Successfully completing an established number of hours of planned instructional activities to be determined by the district.

Credits from Other Programs

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. The district will accept credits from another Washington public school, accredited state private school, or

accredited out-of-state public or private school to the extent the credit matches a district graduation requirement, or may be counted as an elective credit. The district will evaluate credits from unaccredited programs or home schools 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.

Total Number of Credits Required

Class of:	2019-2020	2021 and beyond
<i>Entering 9th grade after July 1 of:</i>	<i>2015 -16</i>	<i>2017</i>
English	4	4
Mathematics	3	3
Science	2	3
Social Studies	3	3
Arts	1	2 (1 may be PPR*)
Health and Fitness	2.5	2
Career and Technical Education	1	1
World Language	-	2 (or 2 may be PPR*)
Electives	5.5	4
Total Required Credits	22	24

*Personalized Pathway Requirements are related courses that lead to a specific high school career or educational outcome chosen by the student based on the student’s interests and High School and Beyond Plan, that may include Career and Technical Education courses that are intended to provide a focus for the student’s learning.

District note: Credits required for graduation must be at least 22 for the classes of 2019-20 and at least 24 for the classes of 2021 and beyond. The credit requirements for each graduating class are determined by the State Board of Education to ensure that students have an opportunity to partake in a broad variety of academic, occupational, cultural and recreational courses in order to enhance their quality of life in high school and to meet their future career goals.

Subject Area Credit Requirements and Approved Courses for the Class of 2019 -20

The following courses are approved for satisfying the subject area requirements as established by the State Board of Education and shall be required of each candidate for graduation:

English **4 credits** (Reading, writing, oral communication and literature will be included in the four credits.

Math **3 credits**

- Algebra 1 (1 credit)
- Geometry (1 credit)
- Algebra II or a third credit of elective math (1 credit)

- If taking elective math, it should be based on a career-oriented program of study identified in the student’s High School and Beyond Plan and the student, parent/guardian and a school representative meet, discuss the plan and sign a form pursuant to WAC 180-51-067

Lab Science **2 credits**

- Chemistry or equivalent (.5 credit)
- Physics or equivalent (.5 credit)
- Biology or equivalent (1 credit)

Social Studies **3 credits**

- U.S. History (1.5 credits)
- Civics (.5 credit)
- Current World Problems (1 credit)
- Washington State History (required, no credit)

**Students graduating in 2019 and beyond are required to complete one stand-alone civics course to meet graduation requirements.*

Arts **1 credit**

Health & Fitness* **2.5 credits**

- Health (.5 credit)
- Physical Fitness (2 credit)

Career & Technical Education **1 credit**

World Language **2 credits or 2 credits Personalized Pathway Requirements**

Electives **4 credits**

Total Credits Required: 22

Subject Area Requirements and Approved Courses for Classes of 2021 and Beyond

The following courses are approved for satisfying the subject area requirements as established by the State Board of Education and shall be required of each candidate for graduation:

English **4 credits** (Reading, writing, oral communication and literature will be included in the four credits.)

- Math** **3 credits**
- Algebra 1 (1 credit)
 - Geometry (1 credit)
 - Algebra II or a third credit of elective math (1 credit)
 - If taking elective math, it should be based on a career-oriented program of study identified in the student’s High School and Beyond Plan and the student, parent/guardian and a school representative meet, discuss the plan and sign a form pursuant to WAC 180-51-067

- Science** **3 credits**
- At least (2) lab credits are required and a third credit of science is chosen by the student based on their interest and High School and Beyond Plan and is approved by the parent or guardian. If the parent or guardian is unavailable or does not indicate a preference, the school counselor or principal will approve the course.

- Social Studies** **3 credits**
- U.S. History (1.5 credit)
 - Civics (.5 credit)*
 - Current World Problems (1 credit)
 - Washington State History (required, no credit)
- *Students graduating in 2019 and beyond are required to complete one stand-alone civics course to meet graduation requirements.*

Arts Requirements **2 credits or 1 credit Art plus 1 credit Personalized Pathway**

- Health & Fitness*** **2 credits**
- Health (.5 credits)
 - Physical Fitness (1.5 credits)

Career & Technical Education **1 credit required**

World Language **2 credits required or 2 credits Personalized Pathway Requirements**

Electives **4 credits required** (unrestricted – needed to meet minimum of 24 credits)

Total Credits Required: 24

*Per Chapter 28A.231 RCW, each school district must offer instruction in cardiopulmonary resuscitation (CPR) in at least one health class required for graduation. The CPR instruction must have been developed by the American Heart of 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 for successful completion of the instruction.

**Students must have record of successful completion of one course in Pacific NW History and Government. This requirement may be satisfied through a class taken at middle school. Students entering school for the first time in this state as seniors are excused [required by WAC 180-51-075 (2)]. Any student who has completed and passed at least a semester of state history in another state in grades 7 – 12 is excused [WAC 180-51-075(2b)].

Sequential Requirement for English, Mathematics, and Science:

English, mathematics, and science shall not be applied toward the state-mandated subject area requirements at a rate exceeding one credit per year, except under the following conditions:

- A. Students who transfer from outside the state of Washington who have already earned five or more credits, but who will not be able to make normal progress toward graduation with their class without an exception.
- B. Students who fail a course and jointly enroll in the failed course and another course in the same subject, if the student is not able to make normal progress toward graduation with his/her class without an exception.
- C. A student/parent request for individual consideration, such as a plan for acceleration or special interest in a subject matter, may be approved by the building principal.

Required Class Load

Each student in the ninth through twelfth grades will be enrolled in a full class load for full-time status dependent on the master schedule in place by the district and building. Variations to the required class load may be granted to individual students based upon specific student needs and appropriate educational planning. Exemption for an individual student to be enrolled in less than a full class load or full-time status, according to the current master schedule, is at the discretion and with the approval of the building principal or their designee.

Alternative Programs

The district may grant credit toward graduation requirements for planned learning experiences primarily conducted away from the facilities owned, operated, or supervised by the district.

A proposal for approval of out-of-school learning activities will be submitted prior to the experience, will be at no additional cost to the district, and will 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. A description of how student performance will be assessed;
7. The qualifications of instructional personnel; and
8. The plans for evaluation of program.

The district will keep a list of approved programs on file in the superintendent's office. The superintendent or designee will communicate the reasons for approval or disapproval to those making the request.

Running Start

The Running Start program allows high school juniors and seniors to attend community college classes (100 level or above) for part or all of their schedule. Students must be of junior standing or above to be eligible for the program. Students earn college credit, which is also converted and applied to their high school transcript.

In order to enroll in the Running Start program, students need to do the following:

- A. Contact the college they are interested in attending and arrange to take the ASSET or COMPASS placement test. The test is offered at various times and results are often available the following day. Minimum scores in reading and writing are required.
- B. Speak with their counselor to assess credits needed for graduation, then decide which courses they would like to take at the college. Note that part-time Running Start students will need to coordinate college classes so that they do not interfere with their high school classes. Full-time Running Start students will not be enrolled in courses at the high school, even when the community college they attend is not in session.
- C. Obtain a Running Start authorization form from the college or their high school counselor. The counselor will sign the form after the student completes their portion. A parent signature is required if the student is under 18 years old.

- D. Take the authorization form to the college and register for classes. Once the classes are completed, the college will notify the high school and credits will be added to the student's transcript.
- E. Students are responsible for meeting all high school graduation requirements.
- F. Students are responsible for arranging their college schedule so it does not conflict with their high school schedule.
- G. Students who fail to enroll in, or complete, mutually agreed upon courses may not re-enter the equivalent high school courses during the same semester. Exceptions for circumstances beyond the student's control may be appealed to the high school principal within the first twenty (20) days of a semester. If approved, the student will be required to make up all missed work and tests.
- H. A school district will grant academic credit to a pupil enrolled in a course for high school credit if the pupil successfully completes the course. If no comparable course is offered by the school district, the school district superintendent or designee will determine how many credits to award for the course. The determination will be made in writing before the pupil enrolls in the course. The credits will be applied toward graduation requirements and subject area requirements.
- I. High school officials will not be able to inform students or parents of enrollment or progress in college courses or graduation status, nor issue a diploma, until college transcripts are received by the high school.
- J. In the event a college does not issue grades for RS students for a spring term classes until after the graduation ceremony is held, a senior who is enrolled in college classes during the spring quarter may participate in the Longview School District graduation ceremonies if successful completion of their scheduled spring quarter college courses will fulfill their credit area requirements for graduation. All other graduation requirements must be met prior to the ceremony. If a senior taking RS classes does not pass the college classes needed for graduation, the diploma will not be issued and the student will not be considered a graduate until the requirements are met.

Credit for Career and Technical Work-Based Learning

The district regards work experience as a part of the educational program of students as part of the secondary school curriculum rather than just a device to relieve a staffing shortage. The district may grant credit for work experience based upon the following factors:

- A. The school will supervise the work program.
- B. The work experience will specifically relate to the student's school program.

- C. The work experience will represent growth in the student, and the type of work will have definite educational value.
- D. The work experience will provide a varied job experience.
- E. The career placement counselor will supplement the work experience with an adequate program of guidance, placement, follow-up, and coordination between job and school.
- F. The work experience may be a planned part of the credit given for a school subject (e.g., sales training class).
- G. The district may grant one credit 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. The employer will legally employ the student who must have passed his or her sixteenth birthday.
- I. The employer will file a report of the student's work record with the school, indicating the student made satisfactory progress on the job.
- J. The regular state apprenticeship program and school cooperatively develop the student's training, which meets graduation requirements standards.
- K. The program standards and procedures align with the state career and technical work based learning standards.

National Guard High School Career Training

The district may grant credit for National Guard high school career training in lieu of either required or elective high school credits. Approval by the district will be obtained prior to a student's participation in a National Guard training program as follows:

1. MIL Form 115 or an equivalent form provided by the National Guard will be completed and filed with the school district; and
2. The number of credits toward high school graduation to be granted will 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
3. The district may grant credit toward high school graduation upon certification by a National Guard training unit commander 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 will provide:
 1. A journal that 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); or
 3. Any such other performance-based exhibits of specific course-related accomplishments.
2. To gain credit for a course of study, a student must demonstrate proficiency at a minimum of 80 percent of the objectives of the course. Such testing will 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 determined by such personnel.
3. 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 that are approved by the district after evaluation for a particular course offering.

Equivalency Credit

Equivalency credits is granted for Career and Technical education courses that meet graduation requirements. An equivalency credit is defined as a course in one subject area that satisfies a graduation requirement in another subject area. Courses that may be used for equivalency credit will be listed in the Longview School District student handbook. Such courses must have been approved through the Course Equivalency Process or be identified by OSPI as meeting course equivalency requirements for specific subject areas. Courses that are approved as High School Core Subject Requirements for college entrance must be approved by the Course Equivalency Process.

III. STATE ASSESSMENT REQUIREMENT

Each student must earn either a certificate of academic achievement or a certificate of individual achievement to graduate from high school.

Certificate of Academic Achievement

A student will receive a certificate of academic achievement if he or she passes the necessary statewide assessments or a state-approved alternative assessment.

Certificate of Individual Achievement

A student qualifying for special education services may earn a certificate of individual achievement after passing assessments determined by the student’s individualized education program team to be appropriate for the student based on their learner characteristics, post-secondary goals, and previous testing history.

ASSESSMENT REQUIREMENTS

	Class of 2019 and Beyond
	(Students entering 9 th grade after July 1 of 2015)
ELA	Choose 1: <ul style="list-style-type: none">• Smarter Balanced ELA test (exit exam score)**• WA-AIM (exit exam score)**
Math	Choose 1: <ul style="list-style-type: none">• Smarter Balanced Math test (exit exam score)**• WA-AIM (exit exam score)**
Science	Choose 1: <ul style="list-style-type: none">• Washington Comprehensive Assessment of Science• WA-AIM (exit exam score)**

***"Exit Exam" scores (for graduation requirements) are separate from what are known as the "college and career ready" scores.*

***WA-AIM – Washington – Access to Instruction and Measurement ELA, math, and science alternative assessments for students with significant cognitive challenges documented in their Individualized Education Program (IEP).*

Expedited Appeal Process for Waiving Student Assessment Requirements

For the graduating classes of 2014, 2015, 2016, 2017, and 2018, an expedited appeal process for waiving specific requirements in RCW 28A.655.061 pertaining to the certificate of academic achievement and the certificate of individual achievement is available for eligible students who have not met the state standard on the English language arts statewide student assessment, the mathematics high school statewide student assessment, or both. The student or the student’s parent, guardian, or principal may initiate an appeal with the district and the district has the authority to determine which appeals to submit to the superintendent of public instruction for review and approval.

A student in the class of 2014, 2015, 2016, or 2017 is eligible for the expedited appeal process if he or she has met all other graduation requirements established by the state and district.

A student in the class of 2018 is eligible for the expedited appeal process if he or she has met all other graduation requirements established by the state and district and has attempted at least one alternative assessment option as established in RCW 28A.655.065.

IV. ADDITIONAL HIGH SCHOOL GRADUATION REQUIREMENTS

ASPIRE TO ACHIEVE CULMINATING PROJECT

Students are required to complete an Aspire to Achieve Culminating project detailed in the district course handbook and published annually.

HIGH SCHOOL AND BEYOND PLAN REQUIREMENT

High School and Beyond Plan

High school and beyond plans must be initiated for students during the seventh or eighth grade to guide their high school experience and prepare them for postsecondary education or training and their careers. Students must create their plans in cooperation with parents or guardians and school staff. Each student plan should be reviewed annually to assess student progress, to adjust the plan if necessary and to advise the student on steps for successful completion of the plan. School staff will work with students to update their plans as necessary based on their changing interests, goals, and needs.

All high school and beyond plans will, at a minimum, include the following:

- A. Identification of career goals, aided by a skills and interest assessment;
- B. Identification of educational goals;
- C. A four-year plan for course taking that fulfills state and local graduation requirements and aligns with the student's career and educational goals; and
- D. By the end of the twelfth grade, a current resume or activity log that provides a written compilation of the student's education, any work experience, and any community service and how the school district has recognized the community service.
- E. All High School and Beyond Plans will identify dual credit programs and provide scholarship information to students.

To assist students with development of 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 high school graduation requirements as determined by the State Board of Education and district high school graduation requirements;
- F. Collect and analyze data to evaluate and improve the effectiveness of the High School and Beyond Plan;
- G. Assure parental involvement in the planning process, including the student's development of the High School and Beyond Plan;
- H. The school district will provide a copy of the High School and Beyond Plan to parents or guardians. Translated versions of the High School and Beyond plan will be provided in Spanish or Russian to non-English speaking parents.

V. WAIVER OF GRADUATION REQUIREMENTS

[District Note: If the district elects to waive high school graduation credits required for the Classes of 2019 and beyond, it must comply with specific legal requirements addressed in Policy 2418, Waiver of High School Graduation Credits.]

All state requirements must be satisfied except that the district may waive Washington history and government 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, the district may waive physical education, pursuant to [RCW 28A.230.050](#), 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 will not alter the credit requirements established by the board.

The following procedure will 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 a student has not met requirements.

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 or her 12th year of school.

2. The principal determines whether to waive graduation requirements using the following procedure:
 1. The request will be initiated by the parent or the eligible student;
 2. The principal will investigate the request for waiver of graduation requirements;
 3. The principal will make a determination in writing based upon appropriate data and upon conclusions of the investigation;
 4. The principal will develop appropriate record keeping procedures for storage of all pertinent data relating to each waiver request; and
 5. The principal or designee will notify the parent or eligible student that they may appeal the principal's decision regarding a waiver request in writing to the superintendent no later than 30 days prior to the anticipated graduation date.

Unusual circumstances may result in a student's inability to earn all twenty-four (24) credits required for high school graduation. The school principal may waive up to two (2) of the flexible credits in the graduation requirements for unusual circumstances that may include, but are not limited to:

- Homelessness;
- A health condition resulting in an inability to attend class;
- Limited English proficiency;
- Disability, regardless of whether the student has an individualized education program or a plan under Section 504 of the federal Rehabilitation Act of 1973;
- Denial of an opportunity to retake classes or enroll in remedial classes free of charge during the first four years of high school;
- Transfer during the last two years of high school from a school with different graduation requirements.

In order to graduate, students granted a waiver must earn the **seventeen** (17) required subject credits (English, math, science, social studies, health and fitness, one arts, and one Career and Technical Education) which may be satisfactory demonstration of competence as provided by WAC 180-51-050.

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 will not alter the 24 credit requirements established by the board.

The following procedure will 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 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.

- B. Waiver of graduation requirements is determined by the principal. The procedure for processing requests for a waiver will be as follows:
 - 1. The student and/or his/her parent(s) or guardian(s) shall complete the necessary "Request for Waiver of Graduation Requirement" form. This form will be issued by the counselors in the secondary schools.
 - 2. The counselor, indicating that a review of the request has been made and sent to the principal for approval or disapproval, shall sign the completed form. The principal's rationale for rejection of the request must be included on the form.
 - 3. A copy of the request form, including the rationale for its disposition, shall be placed in the student's permanent record folder.
 - 4. A student or his/her parent(s) or guardian(s) who wish to appeal the decision of the principal may do so by submitting a letter to the superintendent or designee within 10 days of receipt of the principal's decision requesting a review of the decision. The superintendent or designee shall review the case and notify the student and his/her parent(s) or guardian(s) of the decision within 10 days of receipt of the letter.
 - 5. When a waiver is granted, a notation signed by a counselor shall be made on the student's transcript and four-year plan.

VI. SEAL OF BILITERACY

To be awarded the Washington Seal of Biliteracy, graduating high school students must meet the following criteria:

1. Demonstrate proficiency in English by (1) meeting statewide minimum graduation requirements in English as established by the Washington State Board of Education and (2) meeting state standards on the reading and writing or English language arts assessment; and
2. Demonstrate proficiency in one or more world language. For purposes of this section, “world language” is defined as a language other than English, including American Sign Language, Latin, and Native American or other indigenous languages or dialects. Proficiency may be demonstrated by:
 1. Passing a foreign language Advanced Placement exam with a score of 3 or higher;
 2. Passing an International Baccalaureate exam with a score of 4 or higher;
 3. Demonstrating intermediate-mid level or higher proficiency on the American Council on Teaching of Foreign Languages (ACTFL) guidelines using assessments approved by OSPI for competency-based credits; and demonstrating proficiency using reading assessments approved by OSPI (when developed);
 4. Qualifying for four competency-based credits by demonstrating proficiency in speaking, writing, and reading the world language at intermediate-mid level or higher on the ACTFL proficiency guidelines according to Policy 2409, Credit for Competency-Proficiency; or
 5. Demonstrating proficiency in speaking, writing, and reading the world language through other national or international assessments approved by OSPI.

VII. STUDENTS WITH AN INDIVIDUALIZED EDUCATION PROGRAM (IEP)

A student with a disability may fulfill graduation requirements as follows:

1. By the age of 14, the student will participate with the IEP Team (including a special education teacher, general education teacher, parents, student, and other school personnel and agency representatives who will assist the student in achieving the goals of the IEP) in a discussion of transition service needs that focuses on the student’s course of study.
2. As an outcome of the discussion, the IEP will include appropriate graduation requirements based on the student’s individual needs and abilities consistent with the student’s transition plan. Modifications to the district’s standard graduation requirements may include:

1. Attainable alternate classwork or individualized activities substituted for standard requirements;
 2. A statement of waiver for any waived standard graduation requirements; or
 3. An extension of time for the student to remain in school to complete graduation requirements. The student may remain in school up to and including the school year in which the student reaches twenty-one years of age.
3. The student will, in cooperation with his or her parent or guardian and the IEP team, determine:
1. The projected date by which all graduation requirements will be met; and
 2. The projected date and conditions under which the student will participate in the graduation ceremony.
4. The student will have an IEP that incorporates all issues and decisions from the above procedures. Any decision that modifies the district's standard graduation requirements will be made through the IEP process. Annually or as needed, the IEP will be reviewed or revised to accommodate the student's progress and development.

VIII. 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 will be awarded a diploma after satisfactorily completing local and state requirements. Upon request, each graduating student will receive a final transcript. Each student will 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 use good taste in their choice of accessories for their attire.
4. Each student who participates will cooperate with the class advisor and participate in all parts of the graduation ceremonies.
5. Failure to comply with the above requirements may forfeit a student's privilege to participate in the graduation ceremonies.

6. A student's diploma and official 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 official transcript will be released. The student and his/her parents will be notified regarding the nature of the violation or damage and how restitution may be made.
7. Non-immigrant foreign students are covered under policy and procedure 3142.

Early Graduation

A review board shall be established to review requests for early graduation. Membership of the review board shall include a building administrator, or designee, the student's counselor, and may include one of the student's teachers. Requests for early graduation shall be directed in writing to the high school principal or designee. Such requests must be submitted at the beginning of the school year in which the student plans to graduate and shall state specifically the reasons thereof and shall include supporting data where applicable. The principal or designee and his/her parents or guardians may be required to be in attendance at the review board proceedings. The review board shall respond to the student/parent in writing within twenty (20) school days of receipt of the request. The parent or eligible student shall be notified that an appeal to the decision on early graduation requests may be made in writing to the superintendent no later than ten (10) days after receipt of the decision. The principal shall develop appropriate record-keeping procedures for storage of all pertinent data relating to each early graduation requests.

IX. WITHOLDING OF A DIPLOMA

The district may withhold a student's diploma or transcript until the student pays for any school property the student has lost or willfully damaged. Upon payment for damages, or the equivalency through voluntary work, the district will release the diploma or transcript. When the damages or fines do not exceed \$100, the student or his/her parents will have the right to an appeal using the same process as used for short-term suspension as defined in Policy 3241, [Classroom Management, Discipline and Corrective Action](#). When damages are in excess of \$100, the appeal process for long-term suspension as defined in Policy 3241, [Classroom Management, Discipline and Corrective Action](#), will apply. The district may, in its discretion, choose to offer in-school suspension in these circumstances.

In the event that the district has imposed other forms of corrective action for violations of school rules, the district may deny the student's participation in graduation ceremonies. Such exclusion from graduation ceremonies is regarded as a school suspension. In such instances, the district will grant the diploma.

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