

INSTRUCTION

High School Graduation Requirements

The Port Townsend School District is committed to all students having the opportunity to experience active learning, to achieve academic competencies and to develop meaningful connections to their community. The district also aims to support students in developing their skills and dispositions of self-reliance, resiliency, inquisitiveness, curiosity, creativity, interdependency, and citizen engagement along the way. Port Townsend High School graduation requirements both satisfy those established by Washington State’s Board of Education and reflect the mission of the district.

A regular high school diploma will be awarded to students enrolled in the district who meet the requirements of graduation as established by the district. Only one diploma will be awarded with no distinctions being made between the various programs of instruction.

The district’s requirements for graduation:

- Satisfy 24 subject area and credit requirements;
- Participate in state assessments required for accountability;
- Complete a state Graduation Pathway;
- Produce a Culminating Project; and
- Develop a High School and Beyond Plan.

CREDIT REQUIREMENTS

Class of:	2017-2018	2019	2020+	Notes for 2019+
English (reading, writing and communications)	4	4	4	
Mathematics	3	3	3	
Science (including 1 lab credit)	2	3	3	Two must be lab credit
*Social Studies	3	3	3	
Arts	1	2	2	One may be **Personal Pathway
Health and Fitness (through 2019) Fitness 2020+	2	2	1.5	One class must include training in cardiopulmonary resuscitation (CPR) and use of automatic external defibrillators (AED).
Health 2020+			.5	
Careers	.5	.5	.5	Local requirement
Career and Technical (Occupational) Education	2	.5	.5	
Electives	5.0	4	4	
World Language		2	2	**Or Two Personal Pathway credits
Total State and District Required Credits:	22.5	24	24	

*Social Studies includes one credit in each of the following two courses: World History, U.S. History and Government, as well as .5 credit in Civics and .5 credit in Contemporary World Problems.

Students who have not completed WA State History prior to high school will be given a no-credit option for meeting the state requirement through the high school. If the student selects an online or other credit based option, that credit will be posted as an elective credit.

**Personalized Pathway Requirements are related courses that lead to a specific post 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, and are intended to provide a focus for the student's learning.

The 3rd credit of science and the 3rd credit of math are chosen by the student based on the student's interest and High School and Beyond Plan, and approved by the parent or guardian, or if the parent or guardian is unavailable or does not indicate a preference, the school counselor or principal.

Participation in State Assessments

In addition to the minimum credit requirements, to earn a diploma each student must participate in offered state testing for English Language Arts, Mathematics, and Science.

Graduation Pathways

Class of 2020 and Beyond

- A. **State Assessment:** Meet or exceed the graduation scores in the Smarter Balanced Assessments (SBA) in English language arts (ELA) and mathematics or in WA-AIM (Washington Access to Instruction & Measurement).
- B. **Dual Credit:** Earn at least one high school credit in ELA and at least one high school credit in math in dual credit courses (Running Start, College in the High School, and/or Career and Technical Education dual credit courses).
- C. **AP/IB/Cambridge:** For both ELA and math, earn a 3 or higher on certain Advanced Placement (AP) exams or a 4 or higher on certain International Baccalaureate (IB) exams or an E on certain Cambridge International exams, or pass the course with at least a C+.
- D. **SAT/ACT:** Meet or exceed the graduation scores set by SBE in the math and ELA portions of the SAT or ACT.
- E. **Transition Course:** Pass a transition course in ELA and math (for example, a Bridge to College course) which allows a student to place directly into a credit-bearing college level course.
- F. **Combination:** Meet any combination of at least one ELA and one math option of those options listed in A-E.
- G. **ASVAB:** Meet standard on the ASVAB (Armed Services Vocational Aptitude Battery) by scoring at least the minimum established by the military for eligibility to serve in a branch of the armed services.*
- H. **CTE Sequence:** Complete a sequence of Career and Technical Education (CTE) courses.*

*Note: Students who pursue these pathways (ASVAB or CTE) do not need to meet English and math requirements separately. English and math content are embedded in both pathways-and a student who meets either the ASVAB standard or the CTE pathway requirements has met the graduation pathway requirement.

*Alternatives for Students Receiving Special Education Services in the Class of 2020 and 2021 include the following:

- CIA Cut Score on Smarter Balanced Assessments (formerly level 2)
- Off-grade Level Assessment (WA-AIM or Smarter Balanced)
- Locally Determined Assessment

Produce a Culminating (Senior) Project

During the course of their high school career each student will produce a culminating project. The District believes that the Senior Culminating Project is an important component in each student's demonstration of their college and career readiness skills. Through this experience, Port Townsend students showcase their skills as empowered learners exhibiting skills in effective research, thinking, relationships, and action. The project will demonstrate the student's ability to think analytically, logically, and creatively and to integrate experience and knowledge to form reasoned judgments and solve problems. The project will demonstrate the student's thinking, understanding and ability to connect their experiences gained from developing a project with future educational and/or career considerations that constitute part of their High School and Beyond Plan (HSBP).

High School and Beyond Plan

Each student will develop a high school and beyond plan to guide their high school experience and inform course taking that is aligned with the student's goals for education or training and career after high school.

The plan will be initiated during the seventh grade year. The district encourages parents and guardians to be involved in the process of developing the plan. For students with an Individual Education Program (IEP), the high school and beyond plan will be developed and updated in alignment with the IEP, including coordination with the student's transition goals.

Credit

High school credit will be awarded for successful completion of a specified unit of study. In this district, successful completion of a specified unit of study means:

- A. Earning a passing grade according to the district's grading policy; and/or
- B. Demonstrating proficiency/mastery of content standards as determined by the district;
and/or
- C. Successfully completing planned instructional activities to be determined by the district.

Demonstrating Proficiency/Mastery of Content

The Board recognizes the value of preparing students and assuring each student has the skills necessary for college and career readiness in multiple subjects and disciplines. The district will encourage students to learn effectively at a high level of proficiency.

The district also recognizes the importance of allowing students to learn at their own pace, and the educational benefits that can be gained by giving students the opportunity to demonstrate competency of skills, proficiency of standards, and mastery of concepts.

In order to recognize subject area proficiency of students, the superintendent is directed to develop procedures for awarding credits to students based on demonstrated proficiency in various subjects.

The district will establish a process for determining proficiency/mastery for credit-bearing courses of study to include:

- A. Learning experiences conducted away from school, including National Guard high school career training;
- B. Correspondence, vocational-technical institutes and/or college courses for college or university course work for which 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 will be notified annually of the Running Start program. Port Townsend School District accepts transfer high school credit from accredited institutions only;
- C. Work experience;
- D. Competency testing, in lieu of enrollment; and
- E. High school credit for classes completed prior to entering 9th grade:
Unless requested otherwise by the student and the student's family, the district will 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.

Students who have completed high school courses under the above circumstances shall not be required to take an additional competency examination or perform any other additional assignment to receive credit. At the request of the student and the student's parent or guardian, high school credit earned before high school may be transcribed with a nonnumerical grade, such as "pass" or "credit." A nonnumerical grade will not be included in the student's high school grade point average calculations. High school credit earned prior to high school and transcribed with a nonnumerical grade will apply to fulfilling high school graduation requirements. Before the end of eleventh grade, a student and the student's parent or guardian must inform the school if they do not want credit for the course or courses taken before attending high school or if they want the credit to be transcribed with a nonnumerical grade.

Implementation

The superintendent will develop procedures for implementing different aspects of this policy to include:

- A. Establishing the process for completion of the High School and Beyond Plan.
- B. Establishment of the process and assessment criteria for the High School Culminating Project requirements; and determination of the education plan process for identifying competencies.
- C. Recommending course and credit requirements, which satisfy the State Board of Education requirements and recognize the expectations of the citizens of the district.
- D. 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.
- E. Making graduation requirements available in writing to students, parents/guardians and members of the public.
- F. Providing for a waiver of graduation requirements for an individual student when permitted by law.
- G. Counseling of students to know what is expected of them in order to graduate.
- H. Preparing a list of all graduating students for the information of the Board and release to the public.
- I. Preparing suitable diplomas and final transcripts for graduating seniors.
- J. Planning and executing graduation ceremonies.
- K. The district will allow students who are members of a federally recognized tribe to wear traditional tribal regalia or objects of Native American cultural significance along with or attached to a gown at the graduation ceremony or related school event. Additionally, the district will not require such students to wear a cap if it is incompatible with the regalia or significant object they have chosen to wear.
- L. A student who possesses a disability may satisfy competency requirements which are incorporated into the Individualized Education Plan (IEP). Satisfactory completion of the objectives incorporated into the IEP will serve as the basis for determining completion of a course.

Diplomas and Transcripts

A student will be issued a diploma after completing the district's requirements for graduation. In lieu of the certificate of academic achievement, special education students may earn a certificate of individual achievement. A student will also be advised that they 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 their parents/guardians will have the right to an appeal using the same process as used for short-term suspensions. When damages are in excess of \$100, the appeal process for long-term suspensions will apply. The appeals processes are defined in Policy and Procedure 3241 Student Discipline. Fines will not prevent a student from being allowed to participate in the graduation ceremony.

Graduation requirements in effect when a student first enrolls in high school will be in effect until the 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 will be regarded as a school suspension. In such instances, the diploma and final transcript will be granted.

Cross References:	Policy 2418 Policy 3110 Policy 3241 Policy 3520 Policy 3433	Waiver of High School Graduation Credits Qualifications of Attendance and Placement Student Discipline Student Fees, Fines and Charges Early Defibrillation Program
Legal References:	Laws of 2019, ch. 252, § 201 RCW 28A.155.045 RCW 28A.230.090 RCW 28A.230.097 RCW 28A.230.120 RCW 28A.600.500 RCW 28A.600.300-400 RCW 28A.635.060 WAC 180-51 WAC 392-121-182 WAC 392-169 WAC 392-348 WAC 392-410-350 WAC 392-415-070	Graduation pathway options for the graduating class of 2020 and subsequent classes Certificate of Individual Achievement High school graduation requirements or equivalencies High school and beyond plans – Career and college ready graduation requirements and waivers – Reevaluation of graduation requirements – Language requirements - Credit for courses taken before attending high school – Postsecondary credit equivalencies Career and Technical High School Course Equivalencies High school diplomas – Issuance – Options to receive final transcripts – Notice Graduation Ceremonies – Tribal Regalia Running start program - Definition Defacing or injuring school property – Liability of pupil, parent or guardian – Withholding grades, diploma, or transcripts – Suspension and restitution – Voluntary work program as alternative – Rights protected High school graduation requirements Alternative Learning Experience Requirements Special service programs – Running Start Program Secondary Education Seal of Biliteracy Mandatory high school transcript contents – Items - Timelines

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
	<i>Policy News</i> , February 2004	High School Graduation Requirements Adopted
	<i>Policy News</i> , October 2004	Graduation Requirements: High School and Beyond Plans
	<i>Policy News</i> , August 2007	Graduation Requirements Modified by Legislature
	<i>Policy News</i> , February 2009	High School Graduation Requirements
	<i>Policy News</i> , April 2009	High School Graduation Requirements
	<i>Policy News</i> , June 2010	High School Proficiency Examination
	<i>Policy News</i> , October 2011	Policy manual revisions
	<i>Policy News</i> , April 2012	State Board of Education revises requirements for graduation
	<i>Policy News</i> , September 2013	One health class required for graduation must now include instruction in CPT and use of AED
	2009 – February Issue	
	<i>Policy News</i> , December 2014	
	2015 – October Policy Issue	
	2017 – October Policy Issue	
	2018 – May Issue	
	2019 – July Issue	
	2020 – December Issue	

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