

INSTRUCTION

High School Graduation Requirements

Publication of High School Graduation Requirements

Prior to registering in high school and each year thereafter, each student and their parents or guardians will be provided with a copy of the graduation requirements. Graduation requirements will also be included in the student handbook.

High School Completion

At the conclusion of each year the school will provide students and their parents or guardians with a report that reflects the progress that has been made toward satisfying the graduation requirements. To receive a high school diploma from Port Townsend High School a student must meet the following criteria:

- Earn the subject area and credit requirements for PTHS;
- Participate in state assessments required for accountability;
- Complete a graduation pathway;
- Produce a Culminating Project; and
- Develop a High School and Beyond Plan.

Tests Required for Graduation		
Class of	Subject	Test
2018	ELA	Choose 1: <ul style="list-style-type: none"> ● Smarter Balanced ELA test ● WA-AIM
	Math	Choose 1: <ul style="list-style-type: none"> ● Algebra 1/Integrated Math 1 EOC exam ● Geometry/Integrated Math 2 EOC exam ● Smarter Balanced math test ● WA-AIM
2019	ELA	Chose 1: <ul style="list-style-type: none"> ● Smarter Balanced ELA test ● WA-AIM
	Math	Choose 1: <ul style="list-style-type: none"> ● Smarter Balanced math test ● WA-AIM

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.

Subject Area and Credit Requirements

The following courses are approved for satisfying the subject area requirements as established by the State Board of Education:

CREDIT REQUIREMENTS

Class of:	2015-2018	2019	2020 and beyond	Personal Pathway 2019 and beyond
English (reading, writing and communications)	4	4	4	
Mathematics	3	3	3	
Science (including 1 lab credit)	2	3 (2 must be lab)	3	
Social Studies	3	3	3	
Arts	1	2	2	One may be Personal Pathway
Health and Fitness (through 2019) (one class must include training in cardiopulmonary resuscitation (CPR) and use of automatic external defibrillators (AED) Fitness 2020+	2	2	1.5	
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.

Credits

Students in the class of 2017 and 2018 are required to earn a total of 22.5 credits (24 credits for the Class of 2019 and beyond) in order to complete graduation requirements.

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 schools. Credits from another Washington public school or accredited state private school or accredited out-of-state public or private school will be accepted to the extent the credit matches a district graduation requirement; or it may be counted as an elective credit. Credits from nonaccredited programs or home schools will be evaluated as described below. Decisions of the principal or designee regarding acceptance of credits from unaccredited programs or home school may be appealed to the superintendent within fifteen school days after the initial decision.

RCW 28A.230.090 allows high school credit to be earned for classes completed before attending high school. The course must meet one of the following conditions;

- A. 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
- B. 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.

Demonstrating Proficiency/Mastery of Content

The district will manage the assessment process so that students seeking competency-based credit can demonstrate competency/proficiency in various subjects in the following ways:

All Subject Areas:

The student may obtain 0.5 credit following a failed or incomplete course by passing a district created assessment that is aligned to learning standards of the failed or incomplete course, such as a portfolio of student work.

English Language Arts:

- A. The student may recover 1.0 English Language Arts credit following a failed or incomplete English Language Arts course if the student meets standard on a state assessment in English Language Arts;
- B. The student may recover 1.0 English Language Arts credit following a failed or incomplete English Language Arts course if the student meets standard on another approved state alternative that meets the graduation requirement.

Math:

- A. The student may recover up to 2.0 Geometry and/or Algebra credits following a failed or incomplete math course if the student meets standard on a state assessment in the equivalent math subject;
- B. The student may recover 1.0 math credit following a failed or incomplete math course if the student meets standard on another approved state alternative that meets the graduation requirement;
- C. The student may obtain up to 1.0 Algebra credit by demonstrating competency/proficiency by achieving a B or higher grade in Algebra 2.

Science:

- A. The student may recover 1.0 science credit following a failed or incomplete science course if the student meets standard on a state assessment in science;
- B. The student may recover 1.0 science credit following a failed or incomplete science course if the student meets standard on another approved state alternative that meets the graduation requirement;
- C. The student may obtain up to 1.0 Intro to Chemistry credit by demonstrating competency/proficiency by achieving a B or higher grade in Chemistry.

Health and Fitness:

Students may waive one-half credit (.5) of physical education per semester. Students who waive physical education credits pursuant to RCW 28A.230.050 must still demonstrate sufficient proficiency in health and fitness knowledge. Students may demonstrate sufficient proficiency as follows:

- A. First Waiver (.5 PE credit) - The student must meet proficiency/competency at 70% or higher on a District-approved fitness assessment (cognitive assessment on fitness education).
- B. Second Waiver (.5 PE credit) - The student must meet proficiency/competency at 70% or higher on a District-approved fitness assessment (cognitive assessment on fitness education that is different than First Waiver).
- C. Third Waiver (.5 PE credit) - The student must meet proficiency/competency in one of the following:
 - 1. District-approved fitness plan/portfolio at 80% or higher
 - 2. District-approved fitness assessment (cognitive assessment on fitness education that is different than Second Waiver) at 70% or higher

High School and Beyond Plan

Each student will have a high school and beyond plan to guide the student's 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. School staff will assist students in updating their plans as necessary based on their changing interests, goals and needs. 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.

Culminating Project Guidelines

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 ability to connect their experiences gained from developing a project with future educational and/or career considerations that constitutes part of their High School and Beyond Plan (HSBP).

- A. Advise the student and parents or guardians of the requirement to produce a culminating project as a graduation requirement.
- B. Provide the student assistance and guidance on completing the project.
- C. The culminating project may include:
 - 1. A demonstration of the student's ability to communicate in writing by completing an analytical, argumentative and/or reflective letter;
 - 2. A demonstration of the student's ability to communicate orally through a presentation to peers, teachers and/or community members;
 - 3. Completion of a self-directed student project that demonstrates the student's academic and management skills;
 - 4. The opportunity for the student to complete a community service project or a project working with a community member;
- D. Provide opportunities within the curriculum for students to work on projects; and

E. Evaluate each student's project

Waiver of Graduation Requirements/Credits

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, students may be excused from participating in 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 or for other good cause. Students excused from the fitness requirement will be required to demonstrate proficiency/competency in the knowledge portion of the fitness requirement, in accordance with written school policy and procedure. This will not alter the 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 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 their 12th year of school.
- B. Waiver of graduation requirements is determined by the principal. The procedure for processing requests for waiver will be as follows:
 1. Request will be initiated by the parent or guardian 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 conclusion 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 parent or guardian or eligible student will be notified that an appeal to the decision on waiver requests may be made in writing to the superintendent. The superintendent will decide whether or not to meet with the student/parent/guardian to hear the appeal. The decision of the superintendent will be final. No appeal is available to the school board regarding graduation requirement waivers.
 6. In evaluating waiver requests or request for excusal from physical education, the principal may require the student to provide evidence/demonstration of competency, as part of the waiver approval process.

The principal may grant 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 the 12th grade year.

A student with a disability, as identified in the Individual Education Program (IEP) may fulfill graduation requirements as follows:

1. By the age of 14, the student will be invited to participate with the IEP Team, in a discussion of transition service needs that focuses on the student's course of study, and intended post high school path.
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:
 - a. Attainable alternate classwork of individualized activities substituted for standard requirements;
 - b. A statement of waiver for any waived standard graduation requirement(s); or
 - c. An extension of time for the student to remain in school to complete graduation requirements (up to the school year in which the student turns 21 years of age)

C. Waiver of Graduation Credits

The high school principal may grant a waiver for up to two credits based upon a student's individual circumstances (HB 1599). None of the 17 mandatory core credits, as identified by the Washington State Board of Education (SBE), are eligible for a waiver. When such waivers are granted, the principal will notify the Superintendent of the action.

Extended Learning Experiences and Alternative Programs

Credit toward graduation requirements may be granted for planned learning experiences primarily conducted away from the facilities owned, operated or supervised by a 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 the information as designated under each option below. These options include, but are not limited to:

- A. Work Experience
- B. Mentorship Experience
- C. Correspondence Courses
- D. Contract Classes

General Guidelines for Extended Learning Experiences

A maximum of six (6) credits from Extended Learning Programs may be applied toward a student's graduation requirements.

High school students who are enrolled in approved programs that are part of a college program (such as Running Start) do not fall within the six credit limitation. However, for these exceptions, prior permission from the principal is required. Running Start students who wish to

participate in the graduation ceremony must comply with course completion dates noted in the section Graduation Ceremonies.

Approval of Extended Learning Activities

A proposal for approval of Extended Learning activities will be submitted to the principal prior to the experience. Students may be assisted in planning by a high school staff member. The proposal will include at least the following information where applicable:

- A. Name of program.
- B. Length of time for which approval is desired.
- C. Objectives of the program.
- D. Description of how credits will be determined.
- E. Request for the class meeting a core requirement or an elective credit needs to be determined prior to starting the class and confirmed with the principal or designee.
- F. Content outline of the program and/or major learning activities.
- G. Description of how student performance will be assessed.
- H. Qualifications of instructional personnel.
- I. Plans for evaluation of program.

The reasons for disapproval of a request will be communicated to the person making the request by the principal or their designee in a timely manner in order to make other arrangements as needed.

Credit for Digital and Online Curricula

Credit may be granted for the district's digital and on-line curricula, if the program satisfies the requirements of WAC 392-121-182.

Types of Extended Learning Programs

Work Experience

The use of work experience as a part of the educational program of students should be regarded as part of the secondary school curriculum. The following are the bases upon which credit may be granted for work experience:

- A. The school will supervise the work program.
- B. The work experience will be related to the school program of the student.
- C. Credit given for work experience will represent growth of the student, and the type of work done should have definite educational value.
- D. The job in which experience is gained will provide varied experience.
- E. A work experience program will be supplemented by an adequate program of guidance, placement, follow-up and coordination between job and school.
- F. One work credit may be granted for not less than 405 hours of work experience related to student's school program.

- G. A student participating will be legally employed and must have passed their sixteenth birthday.
- H. An employer's report of the student's work record (pay stub), indicating satisfactory progress on the job will be filed with the school.

Mentorship Experience

Students may receive one credit for satisfactory completion 150 hours of on the job mentoring. Half of this credit may fulfill occupational education requirements. Any subsequent approved mentorship credits will count as elective credits. This mentorship experience will be planned and monitored by a Port Townsend School District employee. A mentorship contract will be completed by the student and the mentor prior to the beginning of the mentorship. Mentorships are graded on a pass-fail basis.

Correspondence Courses

Credit for correspondence course may be granted within the general guidelines of Extended Learning Programs listed above. The following schools are approved to grant credit:

- A. Schools approved by the National University Continuing Education Association or accredited by the National Home Study Council.
- B. Community colleges, vocational-technical institutes, four-year colleges and universities, and approved private schools in the state of Washington.
- C. Other schools or institutions that are approved by the school district after evaluation for a particular course offering.

Contract Classes

Contract classes are intended for elective classes. Students requesting a required course to be completed by contract must meet with the building principal to ascertain whether an exception should be granted. The reasons for disapproval of a request will be communicated to the person making the request by the principal or their designee.

Proposals for contract classes will include:

- A. Name of the class.
- B. Length of time for which approval is desired.
- C. Course objectives.
- D. Description of how credits will be determined.
- E. Content outline of the program and /or major learning activities.
- F. Description of how student performance will be assessed.
- G. Name of school district instructor sponsoring and supervising the contract.
- H. Name of the instructor of the course.
- I. Student, parent or guardian, teacher(s) and principal's signature of approval prior to beginning the course.
- J. Contract classes will be graded on a pass-fail basis.

Home School

The following guidelines will be followed for consideration of granting credit for home school students.

- A. Have had on file with the Port Townsend School District an annual declaration of intent to home school for the period in question.
- B. Provide documentation that the home school program was supervised according to state law.
- C. Provide a collection of evidence demonstrating both the quality of academic work and progression of skills that are consistent with high school level work, at minimum 80% mastery.
- D. Provide evidence of annual achievement testing or written documentation by a certificated teacher in the State of Washington consistent with state law.

Home school credits accepted by the building principal will be entered on the student's transcript as a "Pass" grade only. A maximum of six (6) credits will be granted on the student's high school transcript under the course code HMS.

Any district testing will be available to home school students as an ancillary service of the district if it is regularly available to all students. Students wishing to take the statewide assessment need to notify the appropriate school each fall.

Credit is granted for the following approved schools:

- A. Community colleges, vocational-technical institutes, four-year colleges and universities and approved private schools in the state of Washington, and
- B. Other schools or institutions which are approved by the district after evaluation for a particular course offering.

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 will 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 will be completed and filed with the school district; and
- B. 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.
- C. 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.

Seal of Biliteracy

The district will award a Washington Seal of Biliteracy to students who have obtained a high level of proficiency in speaking, reading, and writing in one or more world languages in addition

to English. Students who meet the criteria as established in WAC 392-410-350 will be awarded the seal on their transcript.

Graduation Ceremonies

Typically, only those students who have earned 21 credits (for the Class of 2019 and beyond) by the start of the second semester of their senior year will be eligible to graduate in June of that year. Students must have successfully completed all credit and program requirements in order to participate in the graduation ceremony. All Running Start courses/credits taken to meet graduation requirements must be completed no later than the end of the college winter quarter of the student's senior year in order for the student to be eligible to participate in the graduation ceremony. The Port Townsend School District will make every effort to assist all students desiring to graduate with their class, and will notify students and their parent(s) or guardian(s) of alternative education experiences available to assist in making appropriate progress.

Students receiving services under an IEP who will continue to receive services between the ages of 18 and 21 will be allowed to participate in the graduation ceremony and activities after four years of high school attendance with their age-appropriate peers. Each student is allowed to participate in one graduation ceremony. The parent/guardian and student will work with the school to determine in which year the student would like to participate in the graduation ceremony/activities.

A diploma will not be withheld as a disciplinary measure, but participation in graduation ceremonies may be denied if personal conduct warrants suspension.

In order to receive a Port Townsend High School diploma, a student must be enrolled in Port Townsend High School for at least one semester of their senior year. Valedictorian and Salutatorian honors will be awarded to only those students who:

- Have attended PTHS for their entire senior year, and
- Have completed 90% of their classes through an accredited high school, and
- Have taken 80% of their classes on the PTHS campus.

Valedictorian and Salutatorian honors will be determined based on the cumulative grade point average earned in all classes grades 9-12 as determined at the end of the first semester of the twelfth grade year. Within this honor, a new GPA will be calculated with a bonus awarded for honors or Advanced Placement level classes that were taken on the PTHS campus.

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. Otherwise, the district has discretion to determine the conduct for graduation ceremonies as described below.

Graduation ceremonies will be conducted in the following manner:

- A. Each participating student must participate in the graduation ceremony rehearsal. Each student who participates must purchase or rent the proper cap and gown as designated by the school administration and the class advisor.

- B. With the exception of allowing tribal regalia as state above, caps and gowns will be worn as designated by the school administration and class advisor.
- C. Each student who participates will be expected to cooperate with the administration and the class advisor and participate in all parts of the graduation ceremony.
- D. Failure to comply with the above requirements will automatically cause a student to forfeit their privilege to participate in the graduation ceremony.

Date: 1/4/88; 4/21/91; 11/8/95; 3/24/97; 6/19/00; 3/25/02; 4/28/03; 9/24/07; 6/8/09; 8/9/10; 4/19/18; 8/15/19; 2/20/20; 5/7/20; 3/4/21.

PORT TOWNSEND SCHOOL DISTRICT NO. 50