

ADDITIONAL PARAMETERS FOR HIGH SCHOOL GRADUATION REQUIREMENTS AND PROCEDURES

345.6 Rule

A. Attendance/Participation Requirements

When authorized and approved by the District, the following are examples of activities that satisfy the District's high school attendance and participation requirements:

- classroom instruction or other class-based instructional activities that are planned and directed by the District's instructional staff;
- independent study activities (e.g., a scheduled study hall);
- cooperative education programs;
- work-based learning that involves District oversight (for example, work study programs, youth apprenticeships, etc.);
- while at school, working on or participating in an online course or other technology-facilitated instructional activity;
- participation in the scheduled activities of a District-sponsored co-curricular program, a District-sponsored club, or a student-initiated club/organization;
- District-sponsored field trips;
- Youth Options Program courses;
- Course Options Program courses;
- program or curriculum modifications for individual students (e.g., enrollment in an alternative school or alternative education program, homebound instruction, online classes taken from a non-school location, etc.);
- participation in an educational program reflecting a student's individual needs (e.g., a program for students with disabilities, for students who are English language learners, for school-age parents, etc.); and participation in an approved foreign exchange program involving school attendance.

B. Course Credit Requirements

1. In order to be eligible for each one (1.0) unit of *credit* toward high school graduation, a course offered by the District must be scheduled to meet for a normal class period on each school day throughout a full school term, as reasonably permitted by the school's calendar and daily schedule; or, in the alternative, the course must either (a) include a minimum of 120 hours of scheduled, teacher-supervised instructional time, or (b) be a District-approved online course for which a properly licensed teacher is reasonably available to provide direct student instruction and to respond to the student's course-related inquiries, and for which there is at least one designated staff member who holds an instructional license who is reasonably available to meet with the student, at school and in person, on an as-directed or as-needed basis.
2. The administration shall apply established policy and procedures to the granting of all transfer credits that a student seeks to apply toward his/her high school graduation requirements, including the following:
 - a. A high school student who intends to take any course outside of the District while he/she is enrolled in the District is expected to obtain advance verification from the High School Principal, or the principal's designee, that any credit earned through the out-of-district course will be eligible as a transfer credit that counts towards the student's high school graduation.
 - b. Credit shall be awarded for an out-of-district course that a student has completed and passed at another high school (or equivalent educational program) prior to enrolling in the District where (1) the content of the course does not repeat substantial content for which credit has already been awarded; and (2) the course is reasonably equivalent in terms of rigor and

academic standards to a District course in that same subject for which credit is (or would be) awarded.

c. Credit toward graduation may be granted for a student's out-of-district work even if any grade the student may have received for the work is not counted in the District's calculation of a District grade-point average.

3. The Board permits students in the 7th and 8th grades to choose as applicable, consistent with board policy to take courses and earn credits that satisfy high school graduation requirements. The student will be subject to course scheduling and space availability factors, where the District determines that a student is academically prepared for the course and that the 7th or 8th grade curricular options in the subject area would not be appropriate for the student without making substantial modifications (e.g., where the student has completed the applicable curriculum on an accelerated basis).

C. Alternative Education Programs and other Accommodations for Students with Exceptional Educational Interests, Needs or Requirements

1. To the extent required under state law or DPI rule, any education program for high school graduation that is offered in the District to a student with exceptional interests, needs or requirements shall be approved by the DPI and address the mandatory minimum high school graduation credit requirements established under state law and under the related DPI regulations.
2. The District's alternative education programs and other established programs for students with exceptional educational interests, needs or requirements include:
 - The District's special education program for students with disabilities.
3. A student's high school transcript (but not his/her diploma) will designate whether the student's academic eligibility for graduation was established via earning all required course credits or via an approved alternate demonstration of proficiency.
4. Neither the District's high school transcripts nor diplomas shall improperly identify any student as a student with a disability.
5. In the event a student with a disability who is eligible for special education will not be receiving a regular high school diploma based on his/her satisfaction of applicable high school graduation requirements, the District may, at an appropriate time, award the student a certificate of attendance or completion and grant the student permission to participate in graduation exercises in a manner in which the District does not improperly disclose the student's status as a student with a disability.

D. General Administrative Responsibilities

The District Administrator shall be responsible for the general supervision and management of the graduation of students under Board policy and this rule. The District Administrator, High School Principal, or qualified designee shall determine whether a student has satisfied the District's high school graduation requirements. If a student has satisfied the policy criteria and the requirements of any other District policy applicable to high school graduation, the student may be graduated and awarded a diploma.

The District Administrator and the High School Principal shall ensure that the District maintains an up-to-date list of the credit-eligible high school courses offered by the District. The course list shall include a brief course description and identify the amount and type of credit (non-elective and/or elective, by subject) that can be earned in the course. The list shall also identify any agriculture, computer science, career and technical education, or other course offered by the District that is also eligible to be taken, in whole or in part, for non-elective credit toward the high school graduation requirements (rather than solely as an elective credit) under an equivalency standard.

The High School Principal shall ensure that the District provides multiple methods of informing students and their parents and guardians of the high school graduation requirements, including publishing the requirements annually in the student handbook. School administrators and staff shall help students prepare a plan to satisfy the District's high school graduation requirements and to review their individual progress toward graduation via counseling, course scheduling, etc.

E. Nondiscrimination in Connection with High School Graduation

The District's student nondiscrimination policy applies in all respects to the methods, practices, and materials used for determining the graduation status of students. That is, the District shall not unlawfully discriminate against any student on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability. Discrimination complaints shall be processed in accordance with established procedures.

Wisconsin Statutes

- Section 115.28(7)(e)1 [alternative education program definition]
- Section 115.915 [accommodations for school-age parents]
- Section 118.13 [student nondiscrimination]
- Section 118.15 [compulsory attendance; programs for at-risk students and program/curricular modifications]
- Section 118.35 [gifted and talented students]
- Section 118.52 [course options]
- Section 118.55 [youth options program]
- Section 118.153 [children at risk of not graduating from high school]
- Section 118.33(1) [high school graduation standards, including requirements and local options]
- Section 118.33(1)(f)1 [required periodic review and revision of graduation requirement policy]
- Section 118.33(1m)(a) [high school graduation; civics test requirement]
- Section 120.12(17) [school board duty; payment of tuition for University of Wisconsin system courses taken by students for high school credit under certain conditions]
- Section 120.13(37) [awarding high school diplomas to veterans]
- Section 121.02(1)(p) [school district standards; graduation standards]
- Chapter 115, Subchapter V [children with disabilities]

WISCONSIN ADMINISTRATIVE CODE

- PI 18 [high school graduation standards]
- PI 25 [children at risk plans and programs]
- PI 40 [youth options program; includes requirements for awarding high school credit for courses taken under the program]

Federal Law

Internal Revenue Code statutes and regulations addressing charitable contributions.

Cross Reference:

345.6 High School Graduation Requirements

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