

## SCHOOL DISTRICT OF WAUPACA

SERIES 300 INSTRUCTION

CODE: 345.6

### GRADUATION REQUIREMENTS

The School District of Waupaca awards diplomas to recognize those students who have met specific academic requirements. In order to graduate from Waupaca High School and receive a diploma, a student in the district must meet the requirements established in this policy. The policy requirements are grounded in the District's curriculum and state law requirements applicable to granting a diploma. No student may be granted a high school diploma unless the student has satisfied the following criteria:

1. The District has established standard credit requirements for high school graduation. All required credits must be earned by completing the course with a minimum passing grade while the student is enrolled in the high school grades.

English	4
Social Studies	3
Mathematics	3
Science	3
Physical Education	1.5 (See Policy 345.63 regarding .5 Substitution available.)
Health	.5 (See Policy 345.64 regarding MS Students enrolling in HS courses)
Computer Studies	.5
Electives	8.5

#### Equivalent Courses Applied for Graduation

Equivalent courses may be substituted for requirements if they meet the following criteria:

- A. The student carries a full course load and still needs additional credits to receive a high school diploma;
- B. The student needs no more than two (2) additional credits to receive the high school diploma. More than two (2) credits will necessitate having to come back to school the following semester;
- C. The course must be accredited by the offering institution;
- D. The length or duration of the course is equivalent to the length in minutes, of a Waupaca High School semester course;
- E. The courses have advance approval by the guidance department and high school principal.

2. Has been enrolled in a Board approved activity, or alternative education program, for each class period of each school day during the eight (8) semesters of their high school grades. These include, but are not limited to classroom instruction, independent study, Start College Now Program, Early College Credit Program, approved alternative education programs, or other district approved programs.
3. A student enrolled in a program for students with disabilities may be granted a high school diploma or certificate of completion providing s/he meets the requirements for graduation or completes the goals and objectives stated in the students individualized education program (IEP).
4. The high school principal or his/her designee shall be responsible for the general supervision and management of the graduation of students under this policy. The principal, with information from the guidance counselors and teachers, shall determine whether a student has satisfied the criteria in this policy. 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.
5. When a student transfers to the School District of Waupaca during his/her freshman, sophomore, junior or senior year and cannot meet the credit requirements, a committee of teachers, guidance counselors, school psychologist, administrators, and his/her parents shall make a decision to review the credit requirements. **EXCEPTION:** The required core credits for graduation, as defined by the State of Wisconsin shall not be waived.
6. A student who has participated in an approved foreign exchange program may be granted credit to apply toward graduation when a pre-approved plan has been presented to a team composed of high school administrators, guidance counselors and teachers.
7. When a resident and enrolled student has not met the graduation requirements and does not return to school for the next consecutive semester, the regular high school diploma may be granted under the following conditions: 1) The student needed no more than 2 additional credits to receive the high school diploma; and 2) The student furnishes a transcript of remediated courses, and/or evidence he/she successfully completed the coursework that meets the graduation course requirements.

While the intent of condition #7) above is to preserve the integrity of the Waupaca High School diploma it is understood that extenuating circumstances may be cause for waiver of this condition. Therefore, a request to waive the two-credit maximum will be evaluated by the principal and the principal shall make the final decision.

8. Wisconsin Act 73 permits the board of education to award a high school diploma to a person who is at least 65 years of age, attended high school in the school district, left high school before graduating to join the armed forces during a war and served on active duty under honorable conditions in the armed forces, additionally an eligible veteran who is 55 years of age and has a service connected disability is also eligible to receive a diploma. Persons in this category will be asked to provide the principal with appropriate documentation before the diploma is awarded.
9. Beginning in the 2016-2017 school year, in order to receive a high school diploma a student must take, during the high school grades, a civics test comprised of 100 questions that may be asked of an individual during the process of applying for U.S. citizenship by the United States Citizenship and Immigration Services. The student must correctly answer at least 65 of those questions. Students are allowed to retake a test an unlimited number of times in order to achieve a passing score.

Students with disabilities who have an individualized education program (IEP) must complete the test, but cannot be required to pass the test in order to graduate.

A limited-English proficient student must be permitted to take the civics test in the student's language of choice.

The Civics test requirement also applies to students who are seeking a general education diploma (GED) or high school equivalency diploma.

**ADOPTED:** 010901

**REVISED:** 111103, 041415, 101315, 080817, 031318, 111318

**REVIEWED:**

**LEGAL REFERENCE:** Sections 115.92 Wisconsin Statutes, 118.13, 118.153, 118.33, 121.02(1)(p), PI 18, Wisconsin Administrative Code

**CONTRACT REFERENCE:**

**CROSS REFERENCE:** Reference Current Policies: 343.6, 345.6, 345.61, 345.63, 345.64, 425

The School District of Waupaca does not discriminate on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, mental or parental status, sexual orientation, or physical, mental, emotional or learning disability.