

## **Graduation Requirements**

All students who have successfully completed the Willows High School Graduation Requirements (see below) and who have fulfilled all Willows High School obligations shall receive a high school diploma. Only those students, who are eligible for the high school diploma, or a certificate of completion per an Individual Education Plan (IEP) team decision, have no pending disciplinary actions imposed upon them, and who have attended Willows High School the entire spring semester of their senior year, or have transferred from a comprehensive high school during the course of that semester, shall be permitted to participate in the graduation ceremony. A student who has met all the graduation requirements and who has elected to graduate and receive a diploma early would be permitted to participate in the graduation ceremony along with the graduating class in which that student would have normally participated.

Any identified special education student with an approved Individual Education Plan (IEP) that does not qualify for a certificate of completion must meet the same graduation requirements for all students. The decision whether or not a student qualifies for a certificate of completion will be determined by the individual student's IEP team. The plan may include differential graduation standards specifically designed for the student.

Since individual students learn and achieve at varying rates, it is understood that all students will not meet the graduation standards within the same time frame. The district will provide a student with the opportunity to receive a diploma at the end of each semester and at the end of a summer session.

## **Credit Requirements**

Students at Willows High School shall complete 270 units/credits of satisfactory course work that include the specific requirements listed below. Students at Willows Community High School must satisfactorily complete and earn a total of 230 credits.

The maximum course credit rate is determined as follows:

1. 1 unit/credit earned per 15 hours of attended instruction in a specific course;
- ~~2. 2\* units/credits earned per each quarter course;~~
3. 5 units/credits earned per each semester course;
4. High school credits can be earned at a rate of 3.3 credits per each one unit of college coursework.

## Course Requirements

A course will be qualified to meet the academic requirement when approved by the Board of Education.

Transfer students will be expected to meet the district-approved secondary course of study requirements. When a student enrolls in the district, school personnel will evaluate his/her transcripts relative to the district's graduation requirements. Counseling personnel will make credit decisions for the individual student when the student has previously experienced a credit structure different than that used by the district.

## Specific Subject Requirements

In order to receive a high school diploma, while in grades 9-12, each student must complete all of the following:

1. At least the following number of courses in the subjects specified, each course having duration of one year, unless others are specified. (150 units/credits)
  - a. Four courses in English from the required English list (40 units/credits). If students complete a transferable Butte College course during the first semester of 12th grade, they may meet with the principal to discuss an alternate schedule;
  - b. Three courses in Mathematics from the required Mathematics list (30 units/credits). At least one mathematics course, or a combination of two mathematics courses required for completion in grades 9-12, shall meet or exceed state academic content standards for Algebra I. Completion of algebra course work in grades 7-8 shall not exempt a student from the requirements to complete three mathematics courses in grades 9-12. This requirement applies to all students, including students in alternative or continuing education, or special education;
  - c. Two courses in science, including a Biological and Physical Science from the required Science list (20 units/credits);
  - d. Three courses in Social Studies, including a course in United States History (10 units/credits), a course in World History (10 units/credits), a semester course in American Government and Civics (5 units/credits), and a semester in Economics (5 units/credits) - (a total of 30 units/credits);
  - e. One course in Visual or Performing Arts or Foreign Language (10 units/credits);
  - f. Two courses in Physical Education, unless the student has been exempted pursuant to Education Code 51240 and 51241 (20 credits).
2. Other course work required for completing the requirements to earn a high school diploma as required by the district Board. (120 credits):

- a. ~~One quarter course in United States Geography at the 9th grade (2.5 units/credits);~~
- b. ~~One quarter course in World Geography at the 10th grade (2.5 units/credits);~~
- c. One ~~quarter~~ semester course in Career Education at the 9th grade level (2.5 5 units/credits);
- d. ~~One quarter course in Career Education at the 10th grade level (2.5 units/credits);~~
- e. One semester course in Health at the 9<sup>th</sup> grade level (5 units/credits);
- f. All students must satisfactorily complete a Student Portfolio;
- g. Additional elective courses to complete the 270 units/credit graduation requirement.

#### California High School Exit Exam (CAHSEE) Requirement for the Class of 2007 and Later

Commencing with the graduating class of 2007, all students, except those qualifying for a certificate of completion per their IEP, will be required to take and pass the California High School Exit Examination (CAHSEE) as an additional requirement for graduation. The test will be given throughout the school year and the Superintendent of Public Instruction shall determine the specific test days.

Supplemental instruction shall be offered to any student in grade 7-12 who does not demonstrate “sufficient progress,” as defined in Board policy, toward passing the exit exam.

Students who have not passed one or both parts of the exit exam by the end of grade 12 shall have the opportunity to receive intensive instruction and service for up to two consecutive academic years after completion of grade 12 or until they have passed both parts of the exam, whichever comes first.

In addition to intensive remedial instruction, the district shall offer students who have passed all state and local graduation requirements except for passage of one or both parts of the exit exam the following options beyond their regular senior year until they pass the exam:

- \* Enrollment in an alternative education program
- \* Maintaining continuous enrollment in an independent study program or charter school

The Superintendent or designee shall regularly report to the Board regarding the number of students who have fulfilled all local and state graduation requirements except for the passage of the exit exam and the resources that have been offered to such students.

## Students Receiving Special Education Services

If the Individualized Education Plan team (IEP) determines that a special education student, due to his/her disability, cannot meet the district's regular graduation standards, then the IEP team may establish accommodations and/or modifications that are appropriate for that student. In addition to the accommodations and/or modifications, the IEP team will also specify the types of assessments that will be used for that student. The IEP team may establish accommodations and /or modifications at any time during grades 9 through 12 that the IEP team determines is appropriate. Once the IEP team has established appropriate accommodations and/or modifications for a student, they will be maintained throughout the student's school experience as long as the student remains on an active IEP, or until changed by the IEP team.

Criteria used by the IEP team to establish accommodations and/or modifications are as follows:

1. Student's prior performance in school;
2. Student's performance on interim and/or terminal performance;
3. Student's ability level;
4. Student's current and projected level of achievement
5. Student's historical and current health status;
6. Student's emotional and social behavior;

The IEP team will establish accommodations and/or modifications for the individual students that:

1. Includes a minimum of 270 units/credits unless the IEP team scheduled the student for less than a seven period day. In such cases, the number of units/credits required for graduation would be reduced by five units/credits for each course eliminated from the student's seven period schedule.
2. Are consistent with the needs and potential of the students.

Once a student has qualified for accommodations and/or modifications, those standards may be maintained throughout the student's school experience as long as the student remains on an active IEP.

Once the student demonstrates the proficiency specified in his/her IEP, that information will be reported on the student's records and that component of the student's graduation requirements will have been met.

## Course of Study Alternatives

Many educational alternatives are available to students in meeting the many electives as listed in the district approved course of study. These alternatives include a wide variety of district approved programs such as Region Occupational Programs (ROP), summer school, correspondence courses, independent study classes, home study, Butte College and Chico State University classes. All elective alternatives shall be subject to written principal approval.

### Contingency Provisions (For Satisfying Graduation Requirements):

#### 1. Summer School Credits

Credit for successful completion of summer school work will be assigned at five units/credits per course passed.

#### 2. Correspondence School Credit

Credit for successful completion of accredited correspondence schoolwork will be assigned in accordance with 5 CCR 1600.

- a. The course must be approved by the principal prior to enrollment.
- b. The school counseling office will supervise the administration of tests.
- c. All costs will be the responsibility of the student and his/her parents/guardians.
- d. The maximum time limit for the completion of a correspondence course for credit is two years.

#### 3. Substitution of College Credit for High School Graduation Credit

~~a. Junior and senior students~~ **Students** may substitute college **level** classes for graduation credit **if prior approval for the credit substitution is given by the high school principal, and if the comparable high school classes are not offered at the high school.** high school principal approves the credits substitution.

~~b. College coursework will be assigned high school credit at the rate of 3.3 credits per each one unit of college coursework.~~

### Requirement for Senior Grade-level Transfer Students

1. Senior grade-level students who transfer in from another comprehensive high school during the course of the spring semester and who are in good standing, will be eligible to participate in the commencement ceremonies and receive a diploma.

2. Senior grade-level students presently enrolled in other alternative educational programs must have transferred into the comprehensive high school prior to the start of the second semester of their senior year to participate in commencement ceremonies and receive a diploma.

3. Senior grade-level students, who wish a waiver of any of rules 1 and/or 2 above, may submit a written request to the site principal or designee stating the specific concerns that justify the waiver request. A committee composed of the principal or designee, senior class advisor, and an academic teacher will evaluate all requests for waivers.

#### Waiver of Requirements

The site principal, or designee, is responsible for waiver of graduation requirements under circumstances not adequately covered in these policies.

#### Retroactive diplomas

The district may retroactively grant a high school diploma to a former student who was interned by order of the federal government during World War II or who is an honorably discharged veteran of World War II, the Korean War, or the Vietnam War, provided that he/she was enrolled in a district school immediately preceding the internment or military service and he/she did not receive a diploma because his/her education was interrupted due to the internment or military service. (Education Code 51430)

In addition, the Board may retroactively grant a diploma to a deceased former student who satisfies the above conditions. The diploma shall be received by the deceased student's next of kin. (Education Code 51430)

#### Physical Education Exemption

Students who have completed the 9th grade Physical Education class may, under certain circumstances and with the written approval of site principal, ~~be exempted from Physical Education for one year any time during grades 10 to 12~~ be granted an exemption or waiver from Physical Education coursework.

With the written approval of the site principal, a student may apply for ~~an exemption a waiver from the second year of their PE graduation requirement~~ if that student is engaged in regular school-sponsored interscholastic athletic programs carried on wholly or partially after regular school hours.

\* Fall Sports & Winter Sports = 5 units/credits of exemption;

\* Fall Sports & Spring Sports = 5 units/credits of exemption;

\* Winter Sports & Spring Sports = 5 units/credits of exemption.

In rare instances, and with the written approval of the site principal, a student may be granted a PE exemption if the student participates in a non-school sponsored activity that meets the guidelines of the California State Physical Education Standards.

### Approved Curriculum

The following is a list of qualified courses that fulfill specific graduation requirement.

#### Computer Courses

- \* Computer Literacy/Keyboarding
- \* Computer Applications
- \* Computer Repair ROP
- \* **Desktop Publishing ROP**
- \* Computer Multi-media
- \* Advanced Web Page
- \* Virtual Enterprise
- \* **Game Programming C++ ROP**

#### English Courses – (Meets Requirement for Graduation)

- \* English 9 - 1st semester and 2nd semester
- \* Applied English 9 - 1st and 2nd semester
- \* English 10 - 1st semester and 2nd semester
- \* Applied English 10 - 1st and 2nd semester
- \* Honors English 10 - 1st and 2nd semester
- \* English 11 - 1st semester and 2nd semester
- \* Applied English 11 - 1st and 2nd semester
- \* Honors English 11 - 1st and 2nd semester
- \* English 12 - 1st semester and 2nd semester

- \* Applied Communications - 1st and 2nd semester
- \* Advanced Placement (AP) English - 1st and 2nd semester
- \* Business English 11
- \* Business English 12
- \* English Language ~~Development~~ **Learner-1, 2, and 3**
- \* ~~English RSP~~
- \* ~~English SDC~~
- \* Butte English 2 - Reading and Composition 1
- \* Butte English ~~18~~ **4**- Introduction Literature

Elective English Courses - (Does Not Meet the English Requirements)

- \* Journalism - Newspaper
- \* Journalism – Yearbook
- \* Reading I
- \* Reading II
- \* Speech/Debate

Foreign Language Courses

- \* Spanish I
- \* Spanish II
- \* Spanish III
- \* Spanish IV
- \* Advanced Placement (AP) Spanish – Literature and Language

Visual and Performing Arts Courses

- \* Art I - Introduction to Art



\* Art IB —~~Introduction to Art B~~

\* Art II - Advanced Art

\* Art III - Art Appreciation

\* Art Tech.

\* Drama I

\* Drama II

\* Band

\* Choir

\* Media Production

\* ROP Welding

\* ROP Wood

Mathematics Courses – (Meets Requirements for Graduation)

\* Pre Algebra

\* Algebra I-L

\* Algebra I

\* Survey of Math

\* Geometry

\* Algebra II

\* Advanced Placement Calculus

\* Pre-Calculus Honors

\*Pre-Calculus

\* College Algebra/Trigonometry

\* Algebra A

- \* Algebra B
- \* Integrated Math I
- \* Integrated Math II
- \* **Integrated Math III**
- \* Advanced Placement (AP) Statistics
- \* Butte Math 20 - Trigonometry
- \* Butte Math 26 – College Algebra

Elective Mathematic Courses: (Does Not Meet the Math Requirements)

- \* Algebra Lab

Physical Education Courses – (Meets Physical Education Requirements)

- \* P.E. 9
- \* **P.E./Health**
- \* P.E. 10-12

Elective Physical Education Courses - (Does Not Meet the P.E. Requirements)

- \* **Sports Medicine ROP**
- \* Weight Training

Science Courses – (Meets Requirements for Graduation)

- \* Earth Science
- \* College Prep (CP) Biology
- \* Biology
- \* Integrated Agriculture Biology
- \* Plant and Soil Science
- \* Agriculture Science

- \* Chemistry
- \* Physics
- \* Anatomy/Physiology

Social Science Courses - (Meets Requirements for Graduation)

- \* World History - 1st and 2nd Semester
- \* Honors World History - 1st and 2nd Semester
- \* Geography - 1 quarter 9th grade and 1 quarter 10th grade
- \* United States History - 1st and 2nd Semester
- \* Advance Placement United States History - 1st and 2nd Semester
- \* American Government - 1 semester Senior Year
- \* Economics - 1 semester Senior Year

Elective Social Science Courses: (Do Not Meet the Social Science Requirements)

- \* Advanced Placement (AP) Psychology

Special Education Program

- \* Basic English 9, 10, 11, and 12
- \* Basic2 English 9, 10, 11, and 12
- \* Basic World History
- \* Basic2 Pre-Algebra
- \* Basic2 Algebra
- \* Basic U.S. History
- \* Basic2 Reading
- \* Basic2 Re-enforcement
- \* Senior Survival Skills

\* ~~Special Day Classes (SDC)~~

\* ~~Resource Specialist Program (RSP)~~

### Vocational Education Program Courses

#### Agriculture Courses

\* Agriculture I

\* Agriculture II

\* Beginning Welding

\* Agriculture Mechanics I

\* Agriculture Mechanics II

\* Agriculture Mechanics III

\* Agriculture Welding Fabrication and Metal Crafts I ROP

\* Agriculture Welding Fabrication and Metal Crafts II ROP

\* Agriculture Welding Fabrication and Metal Crafts III ROP

\* Vocational Agriculture II

\* Agriculture Business ROP

#### Business Courses

\* Accounting I ROP

\* Accounting II ROP

\* Virtual Enterprise ROP

#### Consumer and Home Economics Courses

\* Child Development I

\* Child Development II

\* Life Skills I

- \* Life Skills II
- \* On Your Own
- \* Food Technology
- \* Advanced Foods

#### Industrial Arts Courses

- \* Creative Woods
- \* Woods ROP

#### Auto Mechanics Courses

- \* ROP Auto Mechanics
- \* Introduction to Small Gas Engines

#### Non-Departmental Courses

- \* Driver's Education
- \* Career Education 9
- \* Career Education 10
- \* Health 10
- \* Hospitality ROP
- \* Financial Occupations ROP
- \* **Administration of Justice ROP**
- \* Office Aide
- \* Counseling Aide
- \* Library Aide
- \* Teacher's Aide

Legal Reference:

## EDUCATION CODE

35186 Williams Uniform Complaint Procedures

37252 Supplemental instructional programs

37254 Supplemental instruction based on failure to pass exit exam by end of grade 12

37254.1 Required student participation in supplemental instruction

47612 Enrollment in charter school

48200 Compulsory attendance

48412 Certificate of proficiency

48430 Continuation education schools and classes

48645.5 Acceptance of coursework

51224 Skills and knowledge required for adult life

51224.5 Algebra instruction

51225.3 Requirements for graduation

51225.5 Honorary diplomas; foreign exchange students

51228 Graduation requirements

51240-51246 Exemptions from requirements

51250-51251 Assistance to military dependents

51410-51412 Diplomas

51420-51427 High school equivalency certificates

51450-51455 Golden State Seal Merit Diploma

51745 Independent study restrictions

52378 Supplemental school counseling program

56390-56392 Recognition for educational achievement, special education

60850-60859 High school exit examination

66204 Certification of high school courses as meeting university admissions criteria

#### CODE OF REGULATIONS, TITLE 5

1600-1651 Graduation of pupils from grade 12 and credit toward graduation

#### COURT DECISIONS

O'Connell v. Superior Court (Valenzuela), (2006) 141 Cal.App.4th 1452

#### Management Resources:

#### CSBA PUBLICATIONS

Preparing for the High Stakes of the High School Exit Exam: An Examination of Certificates of Completion, Policy Advisory, September 2005

#### WEB SITES

CSBA: <http://www.csba.org>

California Department of Education, California High School Exit Examination:  
<http://www.cde.ca.gov/ta/tg/hs>

#### Policy WILLOWS UNIFIED SCHOOL DISTRICT

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