

## Graduation Requirements\*\*

### CREDIT REQUIREMENTS

Students are awarded credit for successful demonstration of proficiency in knowledge and skills that reflect college and career readiness. Proficiency is demonstrated through classroom work or documentation of learning experiences outside of school, or through a combination of these means.

Required areas of study in obtaining the necessary credits for graduation are as listed below. Fractional credits may be allowed.

1. English Language Arts (4 Credits)
2. Mathematics (3 Credits)
  - All credits must be at Algebra I or equivalent and higher to qualify.
3. SOCIAL SCIENCES (3 Credits)
  - This will include history, civics, geography and economics.
4. SCIENCE (3 Credits)
  - All credits must be inquiry-based science; two (2) of which must be earned in lab science.
5. HEALTH EDUCATION (1 Credit)
6. PHYSICAL EDUCATION (1 Credit)
7. APPLIED ARTS, FINE ARTS, CAREER AND TECHNICAL EDUCATION, WORLD LANGUAGE (3 Credits) Two (2) credits must be earned in a world language unless otherwise specified in the Student's Education Plan and 1 credit must be earned in the Arts or career/technical education as dictated by the Student's Education Plan.
8. CAREER DEVELOPMENT (.5 Credit)
  - One-half credit in career education shall be earned upon successful completion of all activities and career-related learning experiences enumerated by the school to assure that the student has:
    - i. Developed an education plan and built an education profile;
    - ii. Demonstrated extended application of academic learning in real world contexts;

- iii. Produced evidence of current performance in the following areas: personal management, problem solving, communication, team work, employment foundations, and career development; and participated in career-related learning experiences as outlined in the student’s education plan.

9. ELECTIVES (5.5 Credits)

10. Total: A total of 24 credits, 18.5 required, 5.5 elective.

Completion of one or more modified courses shall not prohibit a student from earning a regular diploma provided the modified units of credit are awarded only in the areas of physical education, career development, or electives.

Summary of Credit Requirements

Subject Area	Credits Required
English / Language Arts	4
Mathematics (Algebra I or higher)	3
Social Sciences	3
Science	3
Health	1
Physical Education	1
Career & Technical Education, Applied Arts Fine Arts, World Language	3
Career Development	.5
Electives	5 .5
<b>Total</b>	<b>24</b>

**NON-CREDIT REQUIREMENTS**

**Education Plan And Profile**

Each student in grades 7 through 12 shall develop an education plan and build an education profile with adult guidance.

**1. Education Plan**

The education plan shall:

Identify personal and career interests, tentative educational and career goals and post high school next steps (i.e. college, workforce, military, apprenticeship, other);

Set goals to prepare for transitions to next steps after high school;

Delineate a course of study that meets the interest and goals of the student which shall be monitored and updated as the student’s interests and goals change. The course of study plan shall include appropriate coursework and learning experiences, career-related learning experiences and extended application opportunities.

## 2. **Education Profile**

Through the education profile each student will monitor progress and achievement toward standards including Learning Targets, Essential Skills, extended application requirements, and other standards where appropriate (e.g. industry standards). The profile will also provide a place to document progress towards individual goals and other personal accomplishments determined by the student or the school to be relevant to the student's goals. Progress and achievement as represented in the profile is to be reviewed at least annually.

### **ESSENTIAL SKILLS**

In order to receive a diploma, students must demonstrate proficiency in the following Essential Skills:

- Read and comprehend a variety of text
- Write clearly and accurately
- Apply mathematics in a variety of settings

Various methods and multiple opportunities will be provided for students to demonstrate proficiency in Essential Skills.

Limited English Proficient students who have not had sufficient time in the U.S. to gain the English language skills necessary to demonstrate their academic content knowledge who are able to meet all other graduation requirements, including credit completion, have the following options in meeting the Essential Skills requirements:

- Eligible LEP students may demonstrate proficiency in applying Mathematics in their language of origin using statewide or local assessments as appropriate and available.
- Eligible LEP students may demonstrate proficiency in Reading, Writing, and any additional Essential Skills in their language of origin using statewide or local assessments as appropriate and available if:
  - The student has been in U.S. schools 5 years or less, and
  - The student receives at least a level 3 (Intermediate) on the English Language Proficiency Assessment (ELPA) by graduation.

### **PROFICIENCY-BASED CREDIT**

All credit awarded by the Beaverton School District will be based upon evidence of proficiency in mastering the learning associated with each credit. Most students will demonstrate the necessary proficiency and earn credit through courses taken as part of the regular school program. However, students will have opportunities to earn credit outside such settings through the demonstration of proficiency.

Proficiency is defined as sufficient evidence of student-demonstrated knowledge and skills that meet or exceed defined levels of performance. The intent of offering credit for proficiency is to:

- Base the award of course credit on proficiency
- Provide more options for students
- Encourage student engagement in learning beyond the classroom in real-world contexts
- Personalize and bring increased relevance to a student's high school education

## **General Guidelines**

Refer to the Application Procedures for Prior Learning or Out of Class Learning for specific procedures and forms.

- Not more than six (6) total credits toward graduation requirements may be earned through Proficiency-Based Credit Award Options outside the regular school program unless otherwise stipulated in the student's Education Plan.
- Evidence of proficiency used for credit options outside the regular school program must be current. Current is defined as produced within the previous twelve (12) calendar months.
- Credits earned through the proficiency options outside the regular school program will earn a "Pass/Fail" grade.

## **Proficiency Credit for Prior Learning**

1. Student completes the Prior Learning Application and the Collection of Evidence Form and submits it to the counseling office at his/her home school.
2. A building review committee will review the application using District agreements regarding the sufficiency of the proposed collection of proficiency evidence. The student will be notified within 30 days if the application has been approved or denied. If an application is denied, the specific reason(s) will be discussed with the student. The committee may offer the student an opportunity to resubmit the application. The site decision is final.
3. The student will prepare the collection of proficiency evidence according to criteria provided by the school and in compliance with the timeline provided.
4. The collection of proficiency evidence will be reviewed by a building committee that includes at least one teacher from the content area and at least one teacher who reviewed the initial application. The committee will determine whether the evidence satisfies the proficiency criteria for the course to earn credit. The determination of the committee will be recorded on an evaluation form that mirrors the proficiency criteria. A copy of this form will be kept on file at the school. Another copy will be given to the student. The site decision is final.

## **Proficiency Credit for Out of Class Learning**

1. Student submits a proficiency-based credit application according to the school's timeline. As part of the application, the student will complete the companion Learning Experience Plan detailing the learning, the proficiency standards, the criteria for a sufficient collection of evidence, and the amount of credit to be awarded.
2. A building review committee will review the application. The student will be notified within 30 days if the application has been approved or denied. If an application is denied, the specific reason(s) will be discussed with the student. The committee may offer the student an opportunity to resubmit the application. The site decision is final.
3. The student will prepare the collection of proficiency evidence according criteria detailed in the Learning Experience Plan and in compliance with the timeline provided.
4. The collection of proficiency evidence will be reviewed by a building committee that includes at least one teacher from the content area and at least one teacher who reviewed the initial application. The committee will determine whether the evidence satisfies the proficiency criteria for the course to earn credit. The determination of the committee will be recorded on an evaluation form that mirrors the proficiency criteria. A copy of this form will be kept on file at the school. Another copy will be given to the student. The site decision is final.

## TRANSFER CREDIT (for class of 2017 and beyond)

1. Credits awarded to students transferring into a Beaverton high school by high schools accredited by the AdvancED or one of its regional affiliates will be accepted as if the credits had been awarded in the District.
  - a. Credits awarded to enrolled BSD students from non-BSD accredited organizations will be accepted provided the student has received prior approval from his/her BSD high school.
  - b. A list of approved courses and associated credits will guide this process.
2. Credits from community colleges and private and public colleges and universities accredited through the Northwest Commission on Colleges and Universities (NWCCU) or one of its regional affiliates will be accepted.
3. Credit for courses at Portland Community College or any accredited college or university will be awarded according to the following table:

<b>College Course Credit Hours</b>	<b>High School Credits</b>
1 credit	1/4 credit
2-4 credits	1/2 credit
5-6 credits	1 credit
7-9 credits	1 1/2
10-12 credits	2 credits
13> credits	3 credits

4. It is the responsibility of the student to be sure completion of college or university course work is properly reported to the school of enrollment for inclusion on his/her transcript.
5. International transcripts will be evaluated according to the procedures detailed in the "High School Counselor's Manual for Evaluation of International/Foreign Students' Transcripts for High School Credit."
6. For proficiency-based credit information, see "Proficiency-Based Credit" within this AR.
7. For students currently enrolled in the Beaverton School District, no more than six (6) total credits toward graduation requirements may be awarded for transfer credit earned in non-BSD accredited programs. Possible exceptions may be made for students on specialized graduation plans.
8. Students who leave a Beaverton high school and do not transfer to another high school or attend a District sponsored high school completion option but subsequently complete diploma requirements through other institutions as detailed in this section may be awarded a diploma by the high school where they were previously enrolled if the following conditions are met:
  - a. The diploma requirements in effect when the student left are all satisfied
  - b. No more than six (6) units of transfer credit are used to meet graduation requirements
  - c. All necessary documentation is received by the high school counseling office.
  - d. Graduates awarded diplomas through this process are not guaranteed participation in graduation activities and are not eligible for site-based honors related to commencement.
9. The District may use discretion when addressing a person who meets the following criteria and desires continued enrollment at the school or is seeking high school enrollment:
  - a. has attained 20 years of age or will attain 20 years of age during the school year, and
  - b. has not yet attained 21 years of age prior to the beginning of the current school year, and
  - c. is not eligible to receive special education services.

The school where the individual is seeking enrollment shall determine the best option for the individual and the school. If the school determines that enrollment is appropriate, guidelines detailed in this section will be followed in determining transfer credit.

## **REPEATING COURSES**

- 1 Students may repeat courses for which they earned a D or below to address learning gaps or deficiencies and to assure a proficient level of readiness for future learning.
- 2 If a higher grade is earned during the repeat of the course (or a semester of a year long course), then the original grade converts to an N (in the semester the course was originally taken) while the improved grade is noted for the semester in which the course was retaken. If the same grade or a lower grade is earned, the original grade will remain and an N will be transcribed to indicate a repeated course.
- 3 Students may repeat courses at an outside accredited program or college to acquire the necessary learning. Only original grades of “D” or “F” may be replaced in courses with the same content.

## **HIGH SCHOOL GRADUATION REQUIREMENTS AND MIDDLE SCHOOL STUDENTS**

The District encourages students to perform at the highest academic levels. Many middle school age students, though appropriately enrolled at the middle level, are ready and able to master high school curriculum.

If the student needs high school courses taken during middle school to be entered on the high school transcript in order to graduate early this option will be made available. Such students who completed a high school course in mathematics or world languages that presented the same curriculum and proficiency demands as the high school course and was taught by a district teacher certified to teach the course at a high school will have the course entered on the student's high school transcript along with the letter grade awarded in middle school.

By granting credit, the District will reduce the established units of credit to be completed in grades 9 through 12 for high school graduation.

Middle school students who are not enrolled in a high school level course but believe they can demonstrate proficiency in a world language offered by the high school the student will be attending may be assessed to assure accurate program placement in high school. If the student needs to satisfy a diploma requirement in this manner the student will utilize the credit for courses by evidence of proficiency process.

## **MODIFIED DIPLOMA**

### **Eligibility**

A modified diploma shall be awarded to students who have demonstrated the inability to meet the full set of academic content standards even with reasonable accommodations but who fulfill all requirements as described below. In order for a student to be eligible for a modified diploma, the student must have one of the following:

- A documented history of an inability to maintain grade level achievement due to significant learning and instructional barriers inherent in the student.
- A documented history of a medical condition that creates a barrier to achievement.

Students currently engaged in the use of illegal drugs are not eligible for a modified diploma if the significant learning and instructional barriers are due to the use of illegal drugs. Students currently engaged in the illegal use of alcohol are not eligible for a modified diploma if the significant learning and instructional barriers are due to the alcohol abuse, regardless of whether that student is disabled under Section 504 on the basis of alcoholism. However, a modified diploma may be awarded to a student who is no longer engaging in illegal use of drugs or alcohol for one of the following. The student:

- Has successfully completed a supervised drug or alcohol rehabilitation program and is no longer engaged in the illegal use of drugs or alcohol
- Has been rehabilitated successfully and is no longer engaged in the illegal use of drugs or alcohol; or
- Is participating in a supervised rehabilitation program and is no longer engaging in the illegal use of drugs or alcohol.

#### Notification and Process

Each school serving students in any grades 6 through 12 shall determine which school team shall decide if a student will work toward obtaining a regular diploma, modified diploma, extended diploma, or alternative certificate. A student's school team shall decide that a student should work toward a modified diploma no earlier than the end of the 6th grade and no later than 2 years before the student's anticipated exit from high school.

- 1 The District and schools shall notify students and their parents of the availability of the modified diploma in the fifth grade and shall ensure that parents are involved in the decision to pursue a modified diploma for a student. After students working toward a modified diploma complete the 8th grade modified diploma information shall be reviewed annually with the parent of a student.
- 2 A student's school team may formally decide to revise a modified diploma decision. A student's school team may decide that a student who was not previously working towards a modified diploma should work toward a modified diploma when a student is less than 2 years from anticipated exit from high school if the documented history of the student has changed and demonstrates an inability to maintain grade level achievement due to significant learning and instructional barriers inherent in the student or a medical condition that creates a barrier to achievement.

#### Requirements

To receive a modified diploma, students must earn 24 units of credit, between grade 9 and the end of their high school career with at least 12 of those credits to include:

- English Language Arts (3 Credits)
- Mathematics (2 Credits)
- Social Sciences (2 Credits)
  - Includes history, civics, geography and economics (including personal finance).
- Science (2 Credits)
- Health Education (1 Credit)
- Physical Education (1 Credit)
- Career & Technical Education, Fine Arts, World Language (1 Credit)
  - One (1) credit shall be earned in any one or combination.
- Electives (12 Credits)

These credits must be awarded to meet the needs of the individual student as specified in the education plan of the student with the expectations and standards aligned to the appropriate grade level academic content standards. Students may earn units of credit through regular education with or without accommodations or modifications and through modified courses and have the option to earn credit through proficiency. The school shall inform the student and parent of the student if the courses in grades 9-12 have been modified for the student and the District shall provide transcripts which clearly identify modified courses that do not count toward the regular diploma but that do count toward a modified diploma.

Students shall have access to literacy instruction until the completion of school.

As is required for a regular diploma, each student shall develop an education plan, build an education profile, and demonstrate extended application of academic learning in real world contexts. Students seeking a modified diploma must meet the Essential Skills requirements, however the assessment options may be modified. For students receiving special education and students on a 504 Plan, work samples and state tests may be modified consistent with the requirements of the student's IEP or 504 Plan. For students who are not on an IEP or a 504 Plan, work samples may be modified in a manner consistent with the modifications the student has received during classroom instruction, but modified state tests are not permitted.

#### Commencement Participation

Students receiving a modified diploma shall have the option of participating in the high school graduation ceremony with the members of their class receiving a regular high school diploma.

### **EXTENDED DIPLOMA**

#### Eligibility

An extended diploma shall be awarded to students who have demonstrated the inability to meet the full set of academic content standards even with reasonable accommodations but who fulfill all requirements as described below. In order for a student to be eligible for a modified diploma, the student must:

- 1 Have a documented history of an inability to maintain grade level achievement due to significant learning and instructional barriers or have a documented history of medical condition that creates a barrier to achievement.
- 2 Participate in an alternate assessment beginning no later than grade six and lasting for two or more assessment cycle; or have a serious illness or injury that occurs after grade eight, that changes the student's ability to participate in grade level activities and that results in the student participating in alternate assessments.

#### Notification and Process

Beginning in grade five (5), parents or guardians of students taking alternate assessments will be provided information concerning the availability of an extended diploma and the requirements for the extended diploma. Each school serving students in any grades 6 through 12 shall determine which school team shall decide if a student will work toward obtaining a regular diploma, modified diploma, extended diploma, or alternative certificate. A student who qualifies for an extended diploma will not be denied the opportunity to pursue a diploma with more stringent requirements for the sole reason that the student has the documented history.

#### Requirements



To receive an extended diploma a student must earn 12 units of credit between grade 9 and the end of their high school career. Of the 12 credits, no more than six credits may be earned in a self-contained special education classroom. The required credits include:

- English Language Arts (2 Credits)
- Mathematics (2 Credits)
- Social Sciences (3 Credits)
  - Includes history, civics, geography and economics (including personal finance).
- Science (2 Credits)
- Health Education (1 Credit)
- Physical Education (1 Credit)
- Art or World Language (1 Credit)

#### Commencement Participation

Students receiving an extended diploma shall have the option of participating in the high school graduation ceremony with the members of their class receiving a regular high school diploma.

#### **ALTERNATIVE CERTIFICATE**

The alternative certificate shall be awarded to students who do not meet the requirements of a regular or modified diploma but complete their individual plan, which will be based on the individual student's needs. In combination with the individual student profile, the alternative certificate will provide a complete record of student achievement and accomplishment.

Students receiving an alternative certificate shall have the option of participating in the high school graduation ceremony with the members of their class receiving a regular high school diploma.

#### **EARLY OR DELAYED GRADUATION**

Most students will complete the requirements for a diploma in a four-year period. However, it is beneficial for some students to satisfy these requirements in less than four years, and other students to have longer to earn a diploma. The District will accommodate students desiring early graduation and those who require a longer period of time; not to exceed state limitations on age of high school attendance.

Accordingly, a student who wishes to take early graduation or delay graduation must initiate the request through the appropriate school counselor. Early graduation means the completion of all requirements for graduation in less than four years. Delayed graduation means the completion of all requirements for graduation in more than four years. A personal conference to discuss the plan must be held among the counselor, the parent and the student and be reflected in the student's Education Plan.

The following factors should be considered in assessing the request:

- Student's present status and high school program;
- Student's age;
- Student's future plans and motivation;
- Parental desires;
- Outside institutions and resources available;
- Individual student's needs and goals;
- The need for the student to be able to continue or reenter future educational experiences smoothly;
- Other factors appropriate to the particular situation.

It is the responsibility of the counselor to recommend approval to the school administrator who will approve the plan. The student and parent will be promptly notified. Details regarding the responsibilities of both the school and the student will be included in the student's Education Plan.

During the time between the approval of the plan and actual graduation, the counselor and the student will maintain communication regarding the completion of the various credit requirements, subject matter courses and other requirements. It is the responsibility of the student to notify the counselor regarding the completion of any out-of-school credits or course work or any change of plans. The counselor's responsibilities include checking to see that all requirements are being met on time and that the proposed plan is being implemented.

Students participating in early graduation must have met all graduation requirements prior to graduation exercises.

A student on an IEP who plans to extend his/her program beyond the twelfth grade in order to meet requirements must include modifications in the IEP. Eligible students with disabilities are entitled to a Free Appropriate Public Education ("FAPE") until the age of 21, even if they have earned a modified diploma or Alternative Certificate. The continuance of services for students with modified diplomas and alternative certificates is contingent on the IEP team determining services needed.

## **DIPLOMAS AWARDED TO VETERANS**

The District will issue a high school diploma, upon request, to a person who served in the Armed Forces, did not graduate from high school because of military service, and meets all three of the following conditions:

1. Presents discharge papers (Form DD214) establishing details of service and discharge or release from service under honorable conditions,;
2. Resides within the Beaverton School District or resides in Oregon and attended a high school in the Beaverton School District, and;
3. Served in the Armed Forces of the United States at any time during World War I, World War II, The Korean Conflict, or The Vietnam War, or served and was physically present in Operation Urgent Fury (Grenada), Operation Just Cause (Panama), Operation Desert Shield/Desert Storm (the Persian Gulf War), Operation Restore Hope (Somalia), Operation Enduring Freedom (Afghanistan), or Operation Iraqi Freedom (Iraq), or served in the Armed Forces in an area designated as a combat zone by the President of the United States.

A representative of a deceased person who meets the requirements for the award of a diploma may make the request on behalf of the deceased person if the deceased person resided within the boundaries of the Beaverton School District at the time of death or was a resident of Oregon at the time of death and attended a high school in the Beaverton School District.

## **GRADUATION EXERCISES**

Formal graduation exercises shall be held only at the twelfth grade level. No formal exercise shall be held when students are promoted from grades 5 or 8. Each high school principal shall be responsible for submitting plans for this event to the appropriate regional administrator six weeks in advance of the date set.

The school shall not sponsor or conduct baccalaureate services but will cooperate with the local ministerial association, parents and students if a non-school sponsored service is held.

Except in extraordinary situations, each school will name a single valedictorian. Each school will have the flexibility to tailor eligibility and criteria to the site, but criteria will include at minimum: GPA, academic integrity, and rigorous course-taking.

Students who have not satisfied all graduation requirements by the District-identified last day for seniors shall not be eligible to participate in commencement exercises. Exceptions will be made for students enrolled in District programs with timelines that extend beyond the regular school calendar. In those instances, when graduation requirements are contingent upon successful completion of such a program, it must be verified in the week prior to commencement that program staff have every expectation that the student will be successful.

Students who do not complete graduation requirements in the time frame indicated in the student's Education Plan may participate in the next commencement held by the school after all graduation requirements are met.

Students in jeopardy of not meeting all graduation requirements and being ineligible for participation in graduation exercises shall be formally notified of this concern no later than the end of the second week of the last grading term of the year of their graduation. The student will be provided explicit information on what is lacking to satisfy graduation requirements.

Attendance at formal commencement exercises is not compulsory. However, all students should be encouraged to attend unless circumstances make this impossible.

Students who are working toward a modified diploma or alternate certificate may participate in graduation exercises at the end of their senior year or according to their individual plan.