

INSTRUCTION

Entry into High School, Earning High School Credit, Course Equivalency, Waivers, Appeals, and High School Graduation Ceremony

Promotion from Inchelium Middle School

The restructuring of the American education system has brought about a new way of thinking about curriculum scope and sequence to better meet the need of our students in the fast paced world of changing technology. The curriculum at Inchelium Middle School is a carefully designed to help students improve their current knowledge as well as begin exploration of career and college ready options. Students are scheduled into the following courses to assist with successful entry into Inchelium High School:

	Required Courses
Middle School English	3.0
Middle School Science	3.0
Washington State History and Government*	0.5
Middle School Social Studies	2.5
Middle School Physical Education	3.0
Middle School Mathematics	3.0
Total Credits for promotion from Inchelium Middle School	15.0

* If the Washington State History requirement was not met in grades 7 or 8, one semester is required in grades 9-12, except those students from another state that have completed and passed a state history and government course who apply for a waiver through the principal.

Inchelium School District No. 70 believes a high school diploma is the key to a productive adult life. Courses taken in Inchelium Middle School are set to help students prepare for a successful high education experience and ultimately prepare them to become career and college ready.

Therefore, each student who fails to pass a course listed above shall have a Student Learning Plan developed. The plan will include school interventions, parent interventions, and student interventions. Entry into Inchelium High School shall be based upon the ability of the student to be academically successful as identified in the plan.

A Student Learning Plan will be developed with input from the student, parent(s), Counselor, the Principal, and the student’s teacher(s) (at a minimum, the teacher(s) whose class(es) the student failed). A meeting will be convened to develop the plan. When practical, all should attend the meeting.

Interventions proposed by the school are based on the individual needs of the student. When proposing interventions, educational professionals will keep in mind the skills, competencies, classes, age and maturity, and other relevant factors the student will need to be successful. School interventions include, but are not limited to the possibilities listed below. The student may be required to:

- (a) retake a failed class, either during the school year or summer.
- (b) to pass a proficiency exam in a low area, such as math, reading, science, or writing.
- (c) make-up sections of the class he or she failed.
- (d) repeat all classes of their current grade level.
- (e) be enrolled in the school district's alternative learning site.
- (f) attend the 21st Century (After School) Program in order to receive academic help.

Publication of Graduation Requirements

Prior to registering in high school, and each year thereafter each student and his/her parents or guardians will be provided with a copy of the graduation requirements in effect for that student (those in effect when the student enrolled in ninth grade). Graduation requirements will also be included in the student handbook.

Recognition and Acceptance of Earned Credits

Decisions regarding the recognition and acceptance of earned credits fall within the scope of duties of the principal. The principal will collaborate with the counselor to determine whether or not a credit meets the standards for recognition and acceptance of an earned credit at Inchelium High School. These procedures and rules establish how credits are recognized and accepted through equivalent courses of study, can be waived, and how a decision regarding denial of acceptance and recognition may occur.

Decisions regarding the recognition and acceptance of earned credits fall within the scope of duties of the principal. The principal will collaborate with the counselor for determining which credits will be recognized by Inchelium High School 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 at Inchelium High School. 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 may be counted as an elective credit. Credits from unaccredited programs or home schools will be evaluated as described below for home school students. These procedures and rules establish how credits are recognized and accepted through equivalent courses of study, can be waived, and how a decision regarding denial of acceptance and recognition may occur. Decisions of the

principal or designee may be appealed to the superintendent within fifteen (15) school days of the initial decision.

Period of Eligibility to Earn Credits

Generally, credit towards high school graduation will be earned in grades nine through twelve. However, upon request, a student who has completed high school courses while in seventh or eighth grade will be given high school credit towards fulfilling graduation requirements as described in the next headed section.

Transfer Students

Students who transfer to Inchelium High School from another high school, public or private, shall have their transcript evaluated for recognition and acceptance of earned credits. After such an evaluation, the student, parent, and/or guardian shall be informed of class standing and the number of credits needed to meet graduation requirements at Inchelium High School.

Credit for Courses Taken before Attending High School [RCW 28A.230.090]

A student who has completed a high school course while in the seventh or eighth grade may apply to receive high school credit. If requested by the student and his or her family, a student who has completed high school courses before attending high school shall be given high school credit which shall be applied to fulfilling high school graduation requirements if:

- (1) The course was taken with high school students, if the academic level of the course exceeds the requirements for seventh and eighth grade classes, and the student has successfully passed by completing the same course requirements and examinations as the high school students enrolled in the class; or
- (2) The academic level of the course exceeds the requirements for seventh and eighth grade classes and the course would qualify for high school credit, because the course is similar or equivalent to a course offered at a high school in the district as determined by the school district board of directors.

Students who have taken and successfully completed high school courses under the circumstances described above shall not be required to take an additional competency examination or perform any other additional assignment to receive credit.

Granting Credit for Office of Superintendent of Public Instruction Approved Online Courses

School districts must award credit for online high school courses successfully completed by a student that meet the school district's graduation requirements and are provided by an approved online provider.

In addition to online courses offered by the school district itself to its own students, districts must commonly award credit for online courses in situations where the student has taken the course outside of the district, either directly from a course provider or from another school district.

To meet the new requirements of ESHB 2065, when transferring credits from online courses, districts should:

1. Ensure that the course meets the district’s own graduation requirements.
2. Ensure that the course was offered from an Office of Superintendent of Public Instruction approved online provider. The list of approved providers can be found at <http://digitallearning.k12.wa.us/approval/providers/>.

Districts must not deny credit for courses that meet these two criteria.

Appeal Procedure

The reasons for approval or disapproval of earned credits shall be communicated to the student, parents, or guardians as soon as possible after receipt of the proposal. Any student denied recognition and/or acceptance of earned credit shall have the right to appeal. The procedure is as follows:

1. A decision to deny recognition and acceptance of earned credits by the principal shall be appealed to the superintendent. An appeal must occur within five (5) school days of the decision of the principal.
2. A decision to deny recognition and acceptance of earned credits by the superintendent shall be appealed to the school board. An appeal must occur within ten (10) school days of the decision of the superintendent.

Approved Courses

English	
Course Code	Course Title
ENG101	ENGLISH 9
ENG102	ENGLISH 9
ENG201	ENGLISH 10
ENG202	ENGLISH 10
ENG301	ENGLISH 11
ENG302	ENGLISH 11
ENG401	ENGLISH 12
ENG402	ENGLISH 12

Mathematics	
Course Code	Course Title
MAT101	ALBEGRA I
MAT102	ALGEBRA 1
MAT201	GEOMETRY
MAT202	GEOMETRY
MAT205	APPLIED MATH I
MAT206	APPLIED MATH I
MAT301	ALGEBRA II
MAT302	ALGEBRA II
MAT305	APPLIED MATH II
MAT306	APPLIED MATH II
MAT401	PRE-CALCULUS
MAT402	PRE -CALCULUS
MAT403	AP STATS
MAT404	AP STATS
Science	
Course Code	Course Title
SCI101	EARTH SCIENCE
SCI102	EARTH SCIENCE
SCI201	BIOLOGY
SCI202	BIOLOGY
SCI301	CHEMISTRY
SCI302	CHEMISTRY
SCI401	PHYSICS
SCI402	PHYSICS
SCI501	FORESTRY
SCI502	FORESTRY
Social Studies	
Course Code	Course Title
CIV202	CIVICS 10
GEO201	WORLD GEOGRAPHY
HIS301	US HISTORY
HIS302	US HISTORY
HIS303	AP US HISTORY
HIS304	AP US HISTORY
HIS401	AP POLITICAL SC
HIS402	AP POLITICAL SC
Arts	
Course Code	Course Title
FILM01	FILM PRODUCTION
FILM02	FILM PRODUCTION
MUS101	GENERAL MUSIC
MUS102	GENERAL MUSIC

Arts (continued)	
Course Code	Course Title
MUS201	MUSIC PERFORMANCE
MUS202	MUSIC PERFORMANCE
Health & Fitness	
Course Code	Course Title
FIT101	9 TH FIT/HEALTH
FIT102	9 TH FIT/HEALTH
FIT401	WEIGHT TRAINING
FIT402	WEIGHT TRAINING
Career & Technical Education	
Course Code	Course Title
CMP101	MS OFFICE/YB
CMP102	MS OFFICE/YB
HOR101	HORTICUTLURE
HOR102	HORTICULUTRE
SHO101	WOODWORKING
SHO102	WOODWORKING
SHO201	WOODWORKING II
SHO202	WOODWORKING II
World Languages	
Course Code	Course Title
SPN101	SPANISH I
SPN102	SPANISH I
SPN201	SPANISH II
SPN202	SPANISH II
Electives	
Course Code	Course Title
AVID01	HS AVID
AVID02	HS AVID
CRACH1	CREDIT ACHIEVEM
CRACH2	CREDIT ACHIEVEM
ELA101	ELA EXTENSIONS
ELA102	ELA EXTENSIONS
ELACOE	ELA COE
HIST101	HIST THRU FILM
HIST102	HIST THRU FILM
IREADY	ELA I-READY
LAEXT3	ELA EXTENSIONS
LAEST4	ELA EXTENSIONS
LED301	LEADERSHIP
LED302	LEADERSHIP

Electives (continued)	
LRN140	LEARN LAB
MATC01	MATH COE
MATC02	MATH COE
MATEX01	MATH EXTENSIONS
MATEX02	MATH EXTENSIONS
NAL101	NATIVE LANGUAGE
NAL102	NATVIE LANGUAGE
NAL201	NATIVE LANGUAGE
NAL202	NATIVE LANGUAGE
NAL501	NATIVE LANGUAGE
NAL502	NATIVE LANGUAGE
PSY101	PSYCHOLOGY
PSY102	PSYCHOLOGY
SOC101	SOCIOLOGY
SOC102	SOCIOLOGY
Mandatory Electives	
Course Code	Course Title
ADV101	ADVISORY
ADV102	ADVISORY
ADV201	ADVISORY
ADV202	ADVISORY
ADV301	ADVISORY
ADV302	ADVISORY
ADV401	ADVISORY
ADV402	ADVISORY
SENPR1	SENIOR PROJECT
SENPR2	SENIOR PROJECT

*Per Chapter 28A.231, RCW beginning with the 2013-14 school year, each school district must offer instruction in cardiopulmonary resuscitation (CPR) in at least one health class required for graduation. The instruction must have been developed by the American Heart of Association or the American Red Cross or be nationally recognized based on the most current national guidelines for CPR. The instruction must include use of automated external defibrillators (AED) which may be taught by video. The district may provide the CPR instruction directly or arrange it through community-based providers such as the local fire department. Students are not required to earn CPR certification to successfully complete the instruction.

Equivalent Courses of Study

The following Equivalent Courses of Study are established by Inchelium School District #70 through written policies as allowed in WAC 392-410-340.

Credit for Learning Experiences Conducted Away from School or by Persons Not Employed by the School District/Alternative Programs [WAC 392-410-300]

Credit, including high school graduation credit, may be granted from school planned or approved learning experiences primarily conducted away from the facilities owned, operated, or supervised by Inchelium High School or conducted primarily by individuals not employed by the Inchelium School District. School planned or approved learning experiences such as, but not limited to, travel study, work study, private lessons, and educational programs sponsored by governmental agencies may be accepted for credit upon compliance with these written procedures and rules.

A proposal for approval of credit for such learning experiences shall be submitted to the principal for review, revision, and approval, or disapproval prior to the experience. The principal may further designate other faculty members to help in review and revision, and to provide information that will aid in the principal's decision of approval or disapproval. A teacher shall be involved in this process when the credit would replace a class taken on the Inchelium High School campus as a graduation requirement. The proposal shall include the following information:

1. Name of program or planned learning experience
 - Name of course
2. Length of time for which approval is desired
 - Normally the course is to be completed within a semester for a semester course. This time may be adjusted.
3. Objectives of the program or planned learning experience
 - The course goals and objectives must match those of an equivalent course in a State approved private or public school or that of an accredited correspondence school.
 - If the course is to meet a specific Inchelium High School graduation requirement which is beyond State requirements, the course content must equal that of the course as taught at Inchelium High School.
 - Courses that have no match at a State approved school or correspondence school shall have objectives defined in the proposal.
4. Description of how credits shall be determined in accord with WAC 180-51-050(1) or Board Policy 2410
 - Normally credits will be the same as the Inchelium High School course that the alternative learning experience replaces. For courses that do not match, amount of credit will be determined using current State credit definitions.
 - Under present state definitions there must be documentation of sufficient instructional time to qualify for the credits desired (for example a detailed log of instructional minutes with times, and how the time was spent).
 - The state learning goals and related essential academic learning requirements that are part of the program or planned learning experience

5. Content outline of the program and/or major learning activities and instructional materials to be used
 - A well written set of goals and performance objectives for (3) above may establish content outline. Activities and materials not spoken to in (3) will need to be specified in the proposal.
6. Description of how student performance will be assessed
 - A final examination given by a staff member of Inchelium High School and/or other assessment (e.g. portfolio of work, term paper, video of presentation) will be required to be submitted. The determination of the type of assessment will be appropriate to the objectives and goals of the course and will be made by the Principal prior to approval of the course.
 - Passing work will be posted as a “P” on the transcript. GPA grades (A through D) will not be issued for alternative credits.
7. Qualifications of instructional personnel
 - Verification of the qualifications of the instructor to conduct the particular course is required. Normally, a Washington State teaching endorsement in the subject area will be accepted as sufficient qualification. Other situations will be evaluated on a case-by-case basis.
8. Plans for evaluation of program
 - At the completion of a newly conducted course and periodically for courses that have been conducted in the past, the Principal will consider the procedures for evaluation and will make revisions as necessary.
9. How and by whom the student will be supervised

The reasons for approval or disapproval shall be communicated to the students, parents, or guardian as soon as possible after receipt of the proposal, with the right to appeal disapproval as outlined in these procedures and rules.

Credit for Career and Technical Work-Based Learning [WAC 392-410-315 & WAC 392-410-340(2)]

Inchelium School District may accept worksite learning in lieu of either required or elective high school credits if such worksite learning meets the standards and comprehensive guidelines outlined in the Worksite Learning Manual published by the Office of Superintendent of Public Instruction (OSPI).

1. Definitions:
 - a. "Work based learning" means a learning experience that connects knowledge and skills obtained in the classroom to those needed outside the classroom, and comprises a range of activities and instructional strategies designed to assist students in developing or fulfilling their education plans.
 - b. "Worksite learning" means a learning experience that occurs at a qualified worksite outside the classroom in fulfillment of a student's educational or career plan through the coordination of a worksite learning certified teacher. Direct instruction and supervision is provided by a qualified worksite supervisor.

- c. "Worksite learning coordinator" means a certified school district employee responsible for coordinating worksite learning experiences. For career and technical education programs, the coordinator must possess a worksite learning certificate (WAC [181-77-068](#)). For noncareer and technical education programs, the coordinator must successfully demonstrate competencies related to coordination techniques as verified by a professional educator standards board approved program.
- d. "Worksite supervisor" means a qualified adult from the worksite responsible for overseeing the worksite learning experience and acting as liaison between the worksite and school district.
- e. "Worksite learning agreement" means a contract that specifies the terms and conditions under which the worksite learning experience shall occur. It is agreed to and signed by the school district, worksite supervisor, student, and the student's parents/guardians.
- f. "Program orientation" means a meeting conducted by a worksite learning coordinator giving information to a worksite supervisor about the worksite learning program of the school. The orientation clarifies program objectives, establishes support systems, and delineates the responsibilities and rights of the various parties—school/district, worksite, students, and parents/guardians. The worksite learning coordinator qualifies the worksite and the worksite supervisor.
- g. "Employee orientation" means training for the student facilitated by a worksite supervisor or designee (e.g., human resources). This is necessary for students in cooperative worksite learning and instructional worksite learning experiences. The orientation includes worksite safety procedures and practices, workers' rights and responsibilities, issues related to harassment, and employer policies, procedures and expectations. The orientation shall also include a description of the formal accident prevention program of the worksite.
- h. "Instructional worksite learning" means a learning experience that takes place in the community (or school if the experience is comparable to that in a community setting) as part of a specific course content where the student performs tasks in order to gain desired skills, competencies, qualifications or industry certifications through direct instruction.
- i. "Cooperative worksite learning" means a learning experience where a student practices in the community (or school if the experience is comparable to that in a community setting) the skills and knowledge learned in the classroom. An employer/employee relationship must exist if the work performed by the student results in a net increase in productivity or profitability for the business or organization.
- j. "Qualifying class" means any high school class previously completed (successfully) or concurrently taken that directly connects the knowledge and skills learned in the class to opportunities provided by the worksite learning experience. For career and technical education funding, "qualifying classes" mean classes approved for career and technical education in the district offering worksite learning credit.

2. The student shall be placed in a worksite that is appropriate to his or her previous learning experience and educational goals which shall be formalized through a worksite learning agreement and worksite learning plan. The worksite learning experience shall be connected to the student's high school and beyond plan (WAC [180-51-061](#)). The student must have taken or be concurrently enrolled in a qualifying class.
 - a. The worksite learning plan shall articulate the connection between the education plan of the student and the worksite learning experience.
 - b. Evaluation of learning progress related to the worksite learning plan shall occur during the worksite learning experience.
 - c. Evaluation of learning progress related to the worksite learning plan shall occur during the work based learning experience.
 - 1) Learning objectives shall be evaluated and updated on a regular basis as outlined in the worksite learning agreement.
 - 2) Documentation of progress shall be on file in the district as outlined in the worksite learning agreement.
3. The worksite learning experience shall be supervised by the school. A worksite learning coordinator shall be responsible for:
 - a. Aligning the worksite learning experience to the education plan of the student;
 - b. Identifying and developing worksite learning sites, establishing worksite learning agreements and worksite learning plans, orienting and coordinating with a worksite supervisor on the worksite, and assessing and reporting student progress;
 - c. Ensuring that a worksite supervisor:
 - 1) Has received an orientation on the worksite learning program of the school prior to placement of the student on the worksite;
 - 2) Has provided the student with a new-employee orientation upon placement;
 - 3) Applies legal requirements of the employment of minors in accordance with chapters [296-125](#) and [296-131](#) WAC, particularly on issues of occupational health and safety, discrimination, harassment, worker/employer rights and responsibilities, and work rules for minors;
 - d. Possessing a valid Washington state secondary teaching certificate (chapter [181-79A](#) or [181-77](#) WAC);
 - e. Successfully demonstrating competencies related to coordination techniques as verified by a professional educator standards board approved program; and
 - f. Supervising the experience and communicating with the worksite supervisor when not on-site.
4. 1.0 credits may be granted for no less than one hundred eighty hours for instructional worksite learning experience, and not less than three hundred sixty hours of cooperative worksite learning experience, or one credit may be granted on a competency basis as provided under WAC [180-51-050](#) (1)(b).
 - a. A student participating in an instructional worksite learning experience shall receive instruction supervised by the school. The worksite learning coordinator oversees the experience but does not need to be on-site with the student during the entire experience unless specific accommodations and a plan to address those accommodations are on file with the district requiring direct supervision of the student at the worksite. The student shall be sixteen years of age or older unless under direct supervision of a school district employee.

Career and technical education approved instructional worksite learning shall be coordinated by a certificated worksite learning coordinator who is also certificated in the program area where credit is offered.

- b. A student participating in a cooperative worksite learning experience shall be legally employed if the work being performed by the student results in a net increase in productivity or profitability for the business or organization. The student shall be sixteen years of age or older.
 - 1) Career and technical education approved cooperative worksite learning shall be coordinated by a certificated worksite learning coordinator.
 - 2) The cooperative worksite learning experience shall be a direct extension of a qualifying class.

A proposal for approval of credit for work-based learning shall be submitted to the principal for review, revision, and approval, or disapproval prior to the experience. The principal may further designate other faculty members to help in review and revision, and to provide information that will aid in the principal's decision of approval or disapproval. A teacher shall be involved in this process when the credit would replace a class taken on the Inchelium High School campus as a graduation requirement.

The reasons for approval or disapproval shall be communicated to the students, parents, or guardians as soon as possible after receipt of the proposal, with the right to appeal disapproval as outlined in these procedures and rules.

Correspondence Courses, Electronically Mediated Courses, and College Courses [WAC 392-410-310 & WAC 392-410-340(7)]

Credit, including high school graduation credit, may be granted from correspondence courses, electronically mediated courses, and college courses by Inchelium High School. A proposal for approval of credit for correspondence courses, electronically mediated courses, and college courses shall be submitted to the principal for review, revision, and approval, or disapproval prior to the experience. The principal may further designate other faculty members to help in review and revision, and to provide information that will aid in the principal's decision of approval or disapproval. A teacher shall be involved in this process when the credit would replace a class taken on the Inchelium High School campus as a graduation requirement.

1. Schools that are members of the National University Continuing Education Association or accredited by the Distance Education and Training Council;
2. Community colleges, technical colleges, four-year colleges and universities, and approved private schools in Washington state; and
3. Other schools or institutions, including electronically mediated schools or programs, which are approved, after evaluation of a particular course offering, by the school district.

The reasons for approval or disapproval shall be communicated to the students, parents, or guardians as soon as possible after receipt of the proposal, with the right to appeal disapproval as outlined in these procedures and rules.

Home School Credit

Guidelines for granting high school credit for home schooling are as follows:

1. To gain credit for a course of study, a student will provide:
 - a. A journal which reflects the actual work completed during a home-study course of study
 - b. Exhibit(s) of any specific projects completed (e.g., themes, research papers, art and/or shop projects); and/or
 - c. Any such other performance-based exhibits of specific course-related accomplishments.
2. To gain credit for a course of study, a student will demonstrate proficiency at a minimum of 80 percent of the objectives of the course. Such testing will be available as an ancillary service of the district if it is regularly available to all students. If not, the parent may engage district-approved personnel to conduct such an assessment at a cost to be determined by such personnel.
3. 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.

The reasons for approval or disapproval shall be communicated to the students, parents, or guardians as soon as possible after receipt of the proposal, with the right to appeal disapproval as outlined in these procedures and rules.

Running Start Courses [WAC 392-410-340(4)]

Credit, including high school graduation credit, may be granted for enrollment in Running Start by Inchelium High School. Running Start coursework shall be accepted for credit upon compliance with these written procedures and rules.

Credit for Running Start shall be granted upon enrollment and completion of coursework documented through a transcript from an institution of higher education. Students may enroll in Running Start based upon the following information:

1. Eleventh and twelfth grade students or students who have not yet received a high school diploma or its equivalent and are eligible to be in the eleventh or twelfth grades may apply

to a participating institution of higher education to enroll in courses or programs offered by the institution of higher education.

2. Students may have to meet admission standards for participating in Running Start through that institution.
3. Students who enroll in an institution of higher education in grade eleven may not enroll in courses for postsecondary credit for more than the equivalent of two academic years. Student who enroll in an institution of higher education in grade twelve may not enroll in courses for postsecondary credit for more than the equivalent of one academic year.
4. Transportation to and from the institution of higher education is not the responsibility of Inchelium School District No. 70.

National Guard High School Career Training and Washington National Guard Youth Challenge Program WAC 392-410-320](1)]

Inchelium School District may accept National Guard high school career training and Washington National Guard youth challenge program participation in lieu of either required or elective high school credits. A proposal for approval of credit for National Guard high school career training shall be submitted to the principal for review, revision, and approval, or disapproval prior to the experience. The principal may further designate other faculty members to help in review and revision, and to provide information that will aid in the principal's decision of approval or disapproval. A teacher shall be involved in this process when the credit would replace a class taken on the Inchelium High School campus as a graduation requirement. Coursework may be accepted for credit upon compliance with these written procedures and rules. The experience shall meet the following standards:

1. An appropriate form provided by the National Guard shall be completed and filed with the school district; and
2. The number of credits toward high school graduation to be granted shall be calculated, agreed upon by the student and an authorized representative of the school district, and such agreement shall be noted on the required form.
3. Credit toward high school graduation may be granted by the school district upon written certification by a National Guard training unit commander or National Guard youth challenge program instructor that the student has met all program requirements.

The reasons for approval or disapproval shall be communicated to the students, parents, or guardians as soon as possible after receipt of the proposal, with the right to appeal disapproval as outlined in these procedures and rules.

Competency Testing [WAC 392-410-340(9)]

Credit, including high school graduation credit, may be granted from successful completion of a competency test by Inchelium High School. Successful completion of a competency test may be accepted for credit upon compliance with these written procedures and rules.

A proposal for approval of credit for a competency test shall be submitted to the principal for review, revision, and approval, or disapproval prior to the experience. The principal may further designate other faculty members to help in review and revision, and to provide information that will aid in the principal's decision of approval or disapproval. A teacher shall be involved in this process when the credit would replace a class taken on the Inchelium High School campus as a graduation requirement. The proposal shall include the following information:

1. Inchelium School District No. 70 shall not be responsible in paying for the cost of taking the competency tests.
2. Inchelium School District No. 70 shall not be responsible for designing a competency test.
3. The number of hours of study and outline of student shall be submitted prior to taking the competency test.

Summer School [WAC 392-410-340(6)]

Inchelium High School will recognize summer course work as credit recovery for failing a course during the regular school year through an established public school summer school program, or an approved private summer school program. It shall be clearly understood that any schooling which takes place during the summer months will be the financial responsibility of the parent.

- Private Summer School: If requesting a private summer school program, prior approval must be given by the building principal to assure program quality and credit transfer.

After course completion, obtain from the home tutor a letter documenting hours taught and final grade, or a report card from the public or private summer school to submit to the building principal no later than one week prior to the start of the new school year.

Technical College Courses [WAC 392-410-340(5)]

Credit, including high school graduation credit, may be granted for enrollment in technical college courses by Inchelium High School. Technical college coursework shall be accepted for credit upon compliance with these written procedures and rules.

Credit for technical college coursework shall be granted upon enrollment and completion of coursework documented through a transcript from a technical college. Students may enroll in a technical college based upon the following information:

1. Eleventh and twelfth grade students or students who have not yet received a high school diploma or its equivalent and are eligible to be in the eleventh or twelfth grades may apply to a participating technical college to enroll in courses or programs offered by the technical college.
2. Students may have to meet admission standards for enrollment into the technical college.

3. Students who enroll in a technical college in grade eleven may not enroll in courses for postsecondary credit for more than the equivalent of two academic years. Student who enroll in a technical college in grade twelve may not enroll in courses for postsecondary credit for more than the equivalent of one academic year.
4. Transportation to and from the institution of higher education is not the responsibility of Inchelium School District No. 70.

Culminating Project

The district requires that students complete a Culminating Project as a requirement for high school graduation. In assisting students with developing the Culminating Project the district should:

- A. Advise the student and parents of the requirement to complete a culminating project as a graduation requirement;
- B. Provide the student assistance and guidance annually 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; and
 4. The opportunity for the student to complete a community service project or a project working with a community member;
- D. Review each student's progress annually;
- E. Provide opportunities within the curriculum for students to work on projects; and
- F. Ensure projects align with goals three and four of the learning goals

Volunteer Experience

Students may only be required to complete a volunteer experience that has educational value. Each documented volunteer experience shall include a description of the value of that experience. Any volunteer experience determined to be of no educational value shall be waived, resulting in a deduction from the total hours needed to fulfill graduation requirements.

Waiver of Courses

Washington State History and Government [WAC 180-51-075(2)(b)]

Secondary school students (grades 7-12) who have completed and passed a state history and government course may have the Washington state History and government requirement waived by the principal. The study of the United States and Washington State Constitutions shall not be waived, but may be fulfilled through an alternative learning experience approved by the school principal. A proposal for an excuse or waiver shall be submitted to the principal for review, revision, and approval, or disapproval prior to the experience. The principal may further designate other faculty members to help in review and revision, and to provide information that will aid in the principal's decision of approval or disapproval. A teacher shall be involved in this process when the credit would replace a class taken on the Inchelium High School campus as a graduation requirement.

The reasons for approval or disapproval shall be communicated to the student, parents, or guardians as soon as possible after receipt of the proposal, with the right to appeal disapproval as outlined in these procedures and rules.

Waiver of Graduation Requirements

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, physical education, pursuant to [RCW 28A.230.050](#), may be waived 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. 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.
- B. 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 his/her 12th year of school

- C. 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 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 conclusions 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 eligible student will be notified that an appeal to the decision on waiver requests may be made in writing to the superintendent no later than 30 days prior to the anticipated graduation date.

Granting High School Graduation Credits for Students with Special Educational Needs
[WAC 180-51-115]

1. By the age of 14, the student will participate with the IEP Team (including a special education teacher, general education teacher, parents, student and other school personnel and agency representatives who will assist the student in achieving the goals of the IEP) in a discussion of transition service needs that focuses on the student's course of study;
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 their transition plan, appropriate graduation requirements. Modifications to the district's standard graduation requirements may include:
 - a. Attainable alternate classwork and/or individualized activities substituted for standard requirements;
 - b. A statement of waiver for any waived standard graduation requirements; or
 - c. An extension of time for the student to remain in school to complete graduation requirements. The student may remain in school up to and including the school year in which the student reaches twenty-one years of age.
3. The student will, in cooperation with their parent/guardian and the IEP team, determine:
 - a. The projected date by which all graduation requirements will be met; and
 - b. The projected date and conditions under which the student will participate in the graduation ceremony.
4. The student will have an IEP that incorporates all issues and decisions from the above procedures. Any decisions that modify the district's standard graduation requirements will be made through the IEP process. Annually or as needed, the IEP will be reviewed/revised to accommodate the student's progress and development.

Physical Education [RCW 28A.230.050 & WAC 392-410-135]

A student may be excused or waived from participation in physical education on account of physical disability, employment or religious beliefs, because of participation in school directed athletics or military science and tactics, or other good cause. A proposal for an excuse or waiver shall be submitted to the principal for review, revision, and approval, or disapproval prior to the experience. The principal may further designate other faculty members to help in review and revision, and to provide information that will aid in the principal's decision of approval or disapproval. A teacher shall be involved in this process when the credit would replace a class taken on the Inchelium High School campus as a graduation requirement. Excused students shall be required to substitute equivalency credits in accordance with these procedures and rules.

The reasons for approval or disapproval shall be communicated to the students, parents, or guardians as soon as possible after receipt of the proposal, with the right to appeal disapproval as outlined in these procedures and rules.

Washington State History and Government [RCW 28A.230.060 & RCW 28A.230.090]

Students in the twelfth grade who have not completed a course of study in Washington's history and state government because of previous residence outside the state may have the requirement in RCW [28A.230.090](#) waived by their principal.

Other Waivers

Students who transfer to Inchelium High School from another high school, public or private, shall have their transcript evaluated for recognition and acceptance of earned credits. After such an evaluation, the student, parent, and/or guardian shall be informed of class standing and the number of credits needed to meet graduation requirements at Inchelium High School.

If number of credits and class standing will not permit the student to graduate with his/her grade level, then nonstatutory or local course may be waived based upon counselor recommendation. A recommendation shall be submitted to the principal for review, revision, and approval, or disapproval. The principal may further designate other faculty members to help in review and revision, and to provide information that will aid in the principal's decision of approval or disapproval. Approval or disapproval of the waiver must be in the best interest of the student. Required coursework may be waived upon compliance with these written procedures and rules.

The reasons for approval or disapproval shall be communicated to the students, parents, or guardians as soon as possible after receipt of the proposal, with the right to appeal disapproval as outlined in these procedures and rules.

When a course is waived, the principal will ensure that it is so recorded in the student's permanent record and the student shall receive the appropriate diploma based upon meeting the adjusted requirements. [WAC 180-51-035]

Diploma**Seal of Biliteracy**

To be awarded the Washington Seal of Biliteracy, graduating high school students must meet the following criteria: [WAC 392-410-350]

- A. Demonstrate proficiency in English by 1) meeting statewide minimum graduation requirements in English as established by the Washington State Board of Education and 2) meeting state standards on the reading and writing or English language arts assessment.
- B. Demonstrate proficiency in one or more world language. For purposes of this section, “world language” is defined as a language other than English, including American sign language, Latin and Native American or other indigenous languages or dialects. Proficiency may be demonstrated by:
 1. Passing a foreign language Advanced Placement exam with a score of 3 or higher;
 2. Passing an International Baccalaureate exam with a score of 4 or higher;
 3. Demonstrating intermediate-mid level or higher proficiency on the American Council on Teaching of Foreign Languages (ACTFL) guidelines using assessments approved by OSPI for competency-based credits; and demonstrating proficiency using reading assessments approved by OSPI (when developed);
 4. Qualifying for four competency-based credits by demonstrating proficiency in speaking, writing, and reading the world language at intermediate-mid level or higher on the ACTFL proficiency guidelines according to Policy 2409, Credit for Competency-Proficiency; or
 5. Demonstrating proficiency in speaking, writing and reading the world language through other national or international assessments approved by OSPI.

Graduation Ceremony

The graduation ceremony will be conducted in the following manner:

1. Each participating student must participate in the graduation ceremony rehearsal. Each student who participates will purchase or rent the proper cap and gown as designated by the school administration and the class advisor and officers.
2. Caps and gowns will be worn in the proper manner, as designated by the school administration and class advisor.
3. Students who participate will be expected to use good taste in their choice of accessories for their attire.
4. Each student who participates will be expected to cooperate with the class advisor and to participate in all parts of the graduation ceremonies.
5. Failure to comply with the above requirements will automatically forfeit a student's privilege to participate in the graduation ceremonies

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