

GRADUATION REQUIREMENTS

1.0 PROGRAM'S DEFINITION

A. Rationale

The West Virginia Board of Education and the Gilmer County Board of Education believe that schools must attempt to prepare every student who exits high school with the knowledge, skill and attitudes necessary to be a successful, productive, and functioning member of society; to develop proficiency in basic functional skills; to function in this culture; to develop a sense of civic responsibility; and to prepare graduates for vocational and avocational activities.

The School Laws of West Virginia gives the West Virginia Board of education the responsibility for determining the educational policies of the state.

#18-2-5 – “Subject to and in conformity with the Constitution and the laws of this State, the state board of education shall determine the educational policies of the state,..., and shall make rules for carrying into effect the laws and policies of the State relating to education, ... and such other matters pertaining to the public schools of the State as may seem to the state board to be necessary and expedient.”

#18-2-7 – “The state board of education shall prescribe minimum standards in the courses of study to be offered in elementary schools, high schools, vocational schools and in all other kinds, grades, and classes of schools, or departments thereof which may now or hereafter be maintained in the State, in whole or in part, from any state fund or funds...”

This policy prescribes the county requirements for graduation from high school. These requirements are based upon the number of units of credit attained in grades 9 through 12 for satisfactory completion of Content Standards and Objectives and upon attendance. The county requirements include all state requirements.

B. Definitions

1. Graduation Requirements – the number of required and elective units of credit that must be earned by a student in order to be graduated from high school with a standard diploma. A student must also attend at least four years in grades 9-12 unless an attendance exception is granted.

2. Modified Graduation Requirements –alternative instructional objectives specified in the individualized educational program which must be completed by a student with a severe disability in order to be graduation from high school with a modified diploma. A student must also attend at least four years in grades 9-12 unless an attendance exception is granted.
3. Unit of Credit – recognition given to a student for the successful demonstration of mastery of the instructional objectives at a level established for an approved course as determined by the county board of education. Credit shall also be granted for documented mastery of high school course requirements by a student prior to grade none or for successful completion of college credit.
4. Diplomas – formal documentation and recognition that a student has satisfactorily completed the graduation requirements of the state and county school district.
5. Modified Diplomas –awarded when a student, who has severe disabilities, satisfactorily completes the modified graduation requirements. Students with severe disabilities are defined as those students with cognitive impairments so severe that instructional objectives for required and elective courses are not appropriate, even when delivered in altered forms or through different strategies, i.e., changes in delivery, specially designed instructional objectives, teaching strategies, media/resources, and evaluation techniques. The Individualized Education Program (IEP) Committee determines if the student is unable to meet the graduation requirements for a regular diploma. The modified graduation requirements are recorded on the student’s IEP and Individualized Student Transition Plan.
6. Content Standards and Objectives –a broad description of knowledge and skills that students are expected to acquire in a content area. An instructional objective is the specific knowledge that students should know (content) and/or what students should be able to do (skills).
7. Alternative Content Standards and Objectives – learning content and objectives appropriate to meet the needs of a student determined to be unable to successfully achieve the learning goals and objectives necessary to meet standard graduation requirements. The determination of ability to achieve standard learning goals and objectives is made by the Individualized Education Program Committee. These alternative content standards and objectives do not have to be from the required and elective areas of student for standard graduation requirements but they are learning goals and objectives which are reasonable and attainable for student with severe disabilities.
8. Testing Out – obtaining credit for a specific course by demonstrating mastery of the content standards and objectives for that course through an assessment process as outlined in Gilmer County Schools Policy 5123.5 (Gilmer County Grade Advancement and “Testing Out” Policy).

9. The Arts - the programs of study for dance, music, theatre and visual arts.
10. Foreign Language - a language other than English.
11. Introduction to the Majors - a required core course which prepares students to select a career major by the end of the tenth grade year.
12. Career Major Courses - four specific courses which are identified in each career major.

C. Program of Study

1. Requirements for Graduation

a. Standard Graduation Requirements

Standard graduation requirements are the number of required and elective units of credit which must be earned by a student in grades 9-12 in order to be graduated from high school. A standard diploma is the document that is awarded to a student to verify completion of these graduation requirements.

County Graduation Requirements. All students receiving a standard diploma will complete the following graduation requirements. The total number of units of credit needed for graduation is twenty-eight (28).

1. West Virginia Board of Education Policy 2510: Assuring Quality Education will serve as the basis of the graduation requirements with an additional four credits that include Advanced Computer Applications I, Introduction to the Majors and two recommended elective credits. Graduation requirements for the Class of 2007-08 are as follows:

Chart I:

Graduation Requirements for Students Entering 9th grade In 2004-2005 (28 required)

These graduation requirements are effective for students entering grade 9 in the school year 2004-2005.

REQUIRED UNITS. Twenty-three (23) required core units are the offerings which constitute a common body of general learning necessary for preparing a student to function in post-secondary education or the work place. The required core units which must be completed by all students are:

English/Language Arts (4 units): English 9, 10, 11, 12

Journalism, speech, drama, theater, and other related courses are electives and shall not be used as any of the four (4) required units of English/language arts.

Mathematics (3 units): Two of the credits will be Algebra I and above.

Science (3 units): Coordinated and Thematic Science 9, Coordinated and Thematic Science 10, and one course above Coordinated and Thematic Science 10 level.

Social Studies (4 units): The required units are: United States to 1900, World Studies to 1900, Twentieth / Twenty-First Century, and Civics.

Physical Education (1 unit):

Health (1 unit):

Computer Applications (1 unit):

The Arts (1 unit):

Introduction to the Majors or Jobs for West Virginia Grads (JWVG) (1 unit):

Career Majors (4 units): All students shall be required to complete four courses in a career major. These four courses have been identified for each major.

ELECTIVE UNITS.

Electives (5 units): Chosen from the school's offerings of electives.

Chart II:

Graduation Requirements for Students Entering 9th grade in 2005-2006 (28 required)		
Professional	Skilled	Entry
English (4 credits) English 9,10,11,12	English (4 credits) English 9,10,11,12	English (4 credits) English 9,10,11,12
Social Studies (4 credits) United States to 1900 World Studies to 1900 Twentieth and Twenty First Centuries Civics/Government	Social Studies (4 credits) United States to 1900 World Studies to 1900 Twentieth and Twenty First Centuries Civics/Government	Social Studies (4 credits) United States to 1900 World Studies to 1900 Twentieth and Twenty First Centuries Civics/Government
Math (4 credits) At least 3 of the 4 math credits must be Algebra I and above	Math (4 credits) At least 3 of the 4 math credits must be Algebra I and above	Math (3 credits) For students entering 9th grade in 2005-2006, three (3) math credits are required with at least 2 of the 3 math credits must be Algebra I and above. Math (4 credits) For students entering 9th grade in 2006-2007, four (4) math credits are required with at least 2 of the 3 math credits being Algebra I and above.
Science (4 credits) CATS 9 and three courses above CATS 9	Science (3 credits) CATS 9 and two courses above CATS 9	Science (3 credits) CATS 9 and two courses above CATS 9
Physical Education (1 credit)	Physical Education (1 credit)	Physical Education (1 credit)
Health (1 credit)	Health (1 credit)	Health (1 credit)
Arts (1 credit)	Arts (1 credit)	Arts (1 credit)
Introduction to the Majors (1 credit)	Introduction to the Majors (1 credit)	Introduction to the Majors (1 credit)
Business Computer Applications (1 credit)	Business Computer Applications (1 credit)	Business Computer Applications (1 credit)
Foreign Language (2 credits) same language	Concentration (3 credits) from Program of Studies	Concentration (4 credits) from Program of Studies
Electives (5 credits)	Electives (5 credits)	Electives (4/5 credits)

Chart III :

Graduation Requirements for Students Entering 9 th grade in 2008-2009 (28 required)	
Professional	Skilled
English (4 credits) English 9,10,11,12	English (4 credits) English 9,10,11,12
Social Studies (4 credits) United States to 1900 World Studies to 1900 Twentieth and Twenty First Centuries Civics/Government	Social Studies (4 credits) United States to 1900 World Studies to 1900 Twentieth and Twenty First Centuries Civics/Government
Math (4 credits) At least 3 of the 4 math credits must be Algebra I and above	Math (4 credits) At least 3 of the 4 math credits must be Algebra I and above
Science (4 credits) CATS 9 and three courses above CATS 9	Science (3 credits) CATS 9 and two courses above CATS 9
Physical Education (1 credit)	Physical Education (1 credit)
Health (1 credit)	Health (1 credit)
Arts (1 credit)	Arts (1 credit)
Introduction to the Majors (1 credit)	Introduction to the Majors (1 credit)
Computer Applications (1 credit)	Computer Applications (1 credit)
Foreign Language (2 credits) same language	Concentration (3 credits) from Program of Studies
Electives (5 credits)	Electives (5 credits)

2. Elective units – elective units are the additional offering which are needed to complete the total units and which meet a students’ specific needs, interest, and abilities. State Board Policy 2510 Assuring Quality Education gives a listing of electives which must be available to students in all schools of West Virginia. Elective offerings needed to meet state graduation requirements should be chosen from those listed in policy or those approved by the Gilmer County Board of education.

Adolescent 9-12 Electives (Effective July 1, 2004 – June 30, 2008)		
	Electives Required To Be Offered	Optional Electives
Note: Any course offered in lieu of a graduation requirement must first receive a WVBE approved waiver before counting towards graduation.	These courses must be offered at least in alternating years. (Effective 2004-2005)	These courses (or others) may be offered depending on need or student demand.
READING AND ENGLISH LANGUAGE ARTS	Journalism/Newspaper/ Yearbook Speech	Desk Top Publishing English college courses AP English Creative Writing Library/Media Technical Writing

		Broadcast Journalism
MATHEMATICS	Algebra II Applied Mathematics 1 and 2 Geometry or Applied Geometry Pre-Calculus Trigonometry Technical Mathematics	Algebra/Geometry Preparation Calculus Conceptual Mathematics Integrated Mathematics I, II, III, and IV Probability and Statistics Mathematics college courses AP Mathematics courses
SCIENCE	Advanced Biology (11-12) Advanced Chemistry (11-12) Advanced Environmental/ Earth Science (11-12) Advanced Physics (11-12) Human Anatomy and Physiology CATS 10 (Effective for students entering grade 9 in school year 2005-2006)	Biology -Technical Conceptual (11-12) Chemistry - Technical Conceptual (11-12) Physics - Technical Conceptual (11-12) Science college courses AP Science courses
SOCIAL STUDIES	Economics Geography	Social Studies college courses AP Social Studies courses
FOREIGN LANGUAGE	Three levels of one foreign language	Other foreign languages based on student need and interest
HEALTH	Any courses required to satisfy a concentration	Other health courses based on student need and interest
PHYSICAL EDUCATION¹	Any courses required to satisfy a concentration and one lifetime physical education course ¹	Other physical education courses based on student need and interest
THE ARTS	Four sequential levels of student achievement in music (both choral and instrumental), visual art (general art and/or studio art), dance, theatre	Other courses in the arts based on student need and interest
CAREER CONCENTRATIONS	Four specified courses within a concentration/pathway	Other courses based on student need and interest
DRIVER EDUCATION	One course	Other driver education courses based on student need and interest

Adolescent (9-12) Electives Continued		
	Electives Required To Be Offered	Optional Electives
TECHNOLOGY	Students must be provided opportunities for advanced technology applications.	Information Technology Information Management Web Development Other courses based on student need and interest
TECHNICAL EDUCATION Note: Schools must provide students access to skilled and entry-level technical preparation in a minimum of four of the following career clusters: § Arts and Humanities § Business/Marketing § Engineering/Technical § Health § Human Services § Science/Natural Resources	80% of students in grades 9-10 must have access to at least one career/technical foundation course. One foundation course must be offered that teaches parenting skills	Other technical education courses based on student need and interest
	30% of students in grades 11-12 must have access to four units in a technical concentration and two technical electives	Other courses based on student need and interest
	An additional 30% of students in grades 11-12 must have access to two units in a technical concentration	Other courses based on student need and interest
CAREER DEVELOPMENT	Students must be provided opportunities for in-depth exploration of their chosen career cluster in grades 9-10 through formal coursework, web-based or independent studies, or other alternative means	

Adolescent 9-12 Electives (Effective July 1, 2008)		
	Electives Required To Be Offered	Optional Electives
Note: Any course offered in lieu of a graduation requirement must first receive a WVBE approved waiver before counting towards graduation. ¹	These courses must be offered at least in alternating years. (Effective 2004-2005)	These courses (or others) may be offered depending on need or student demand.
COLLEGE BOARD AP COURSES IB PROGRAM	A minimum of four College Board AP Courses or the IB Program must be offered annually.	
READING AND ENGLISH LANGUAGE ARTS	Journalism/Newspaper/ Yearbook Speech College Transition English ²	Desk Top Publishing English college courses AP English Creative Writing Library/Media

		Technical Writing Broadcast Journalism
MATHEMATICS	Algebra II Geometry or Applied Geometry Pre-Calculus Trigonometry Conceptual Mathematics College Transition Mathematics ²	Calculus Integrated Mathematics I, II, III, and IV Probability and Statistics Mathematics college courses AP Mathematics courses
SCIENCE	Physics Earth Science Human Anatomy and Physiology	Conceptual Physics Science college courses Biology II Chemistry II Physics II AP Science courses
SOCIAL STUDIES	Economics Geography	Social Studies college courses AP Social Studies courses
FOREIGN LANGUAGE	Three levels of one foreign language	Other foreign languages based on student need and interest AP Foreign Language
HEALTH	Any courses required to satisfy a concentration	Other health courses based on student need and interest
PHYSICAL EDUCATION³	Any courses required to satisfy a concentration and one lifetime physical education course ²	Other physical education courses based on student need and interest AP Physical Education
THE ARTS	Four sequential levels of student achievement in music (both choral and instrumental), visual art (general art and/or studio art), dance, theatre	Other courses in the arts based on student need and interest AP Arts Courses

Adolescent 9-12 Electives (Effective July 1, 2008) Continued

	Electives Required To Be Offered	Optional Electives
CONCENTRATIONS	Four specified courses within a concentration	Other courses based on student need and interest
DRIVER EDUCATION	One course	Other driver education courses based on student need and interest
TECHNOLOGY	Students must be provided opportunities for advanced technology applications.	Information Technology Information Management Web Development Other courses based on student need and interest
CAREER/TECHNICAL EDUCATION Note: Schools must provide students access to concentrations in a minimum of four of the following career clusters: <ul style="list-style-type: none"> • Arts and Humanities • Business/Marketing • Engineering/Technical • Health Sciences • Human Services • Science/Natural Resources 	80% of students in grades 9-10 must have access to at least one career-technical foundation course. One foundation course must be offered that teaches parenting skills	Other career/technical education courses based on student need and interest
	30% of students in grades 11-12 must have access to four units in a career/technical concentration and two career/technical electives	Other career/technical courses based on student need and interest
	An additional 30% of students in grades 11-12 must have access to two units in a career/ technical concentration	Other career/technical courses based on student need and interest
CAREER DEVELOPMENT	Students must be provided opportunities for in-depth exploration of their chosen career cluster in grades 9-10 through formal coursework, web-based or independent studies, or other alternative means	

¹. Any College Board AP course or IB Program taught by a trained AP/IB teacher may substitute for a course related graduation requirement.

². College Transition English and College Transition Mathematics must be offered annually based on results of the State's college readiness benchmark assessment.

³. Schools which do not currently have the number of certified physical education teachers or required physical setting may develop alternate programs that will enable current staff and physical settings to be used to meet the physical education requirements. The alternate programs shall be submitted to the WVDE and the Healthy Lifestyle Council for approval.

3. Recommended electives: the required number of recommended electives will be determined by the major selected by the student as defined in the Programs of Study.

b. Modified Gradation Requirements

Modified graduation requirements are designed for students with severe disabilities who have been determined by an Individualized Education Program committee to be unable to meet state and county standard graduation. Students will need at least four years to complete these requirements, as specified in their individualized education programs.

2. Authorized Diplomas

County boards of education are authorized to award standard diplomas and modified diplomas.

3. Planned Educational Program

A planned educational program is defined as an educational program that includes the county requirements for college, post secondary programs, and/or gainful employment.

As a part of the planned educational programs beginning with the ninth grade entering 1999-2000, all students will be required to complete a Program of Study as agreed upon by the student, parent and school. Modification of the Program of Studies, when necessary, will be mutually developed by the student, parents and school. The Program of Study will enable students to prepare for a career with a technical high school certificate, advanced post-secondary training in a technical field, or a four-year professional degree at a college or university. The Program of Study will consist of a planned program for a specific Career Major within one of the six Career Clusters:

- Health,
- Human Services,
- Business/Marketing
- Science/Natural Resources
- Engineering/Technical, and
- Fine Arts/Humanities

4. Certificates of Achievement

- a. College preparatory program
- b. Completion of vocational technical programs, and
- c. Advanced study in particular curricular areas.
- d. Calhoun-Gilmer Career Center courses.

D. Extracurricular Activities

Units or credits are NOT awarded for participation in extra-curricular activities.

2.0 PROGRAM DELIVERY

A. Administrative Practices

1. Unit of Credit

Recognition given to a student for the successful demonstration of mastery of the instructional objectives at a level established for an approved course as determined by the county board of education. Credit shall also be granted for documented mastery of high school course requirements by a student prior to grade nine or for successful completion of college credit.

2. Alternatives to the Unit of Credit

a. Accepting Credits Earned Before Grade 9 - Any student who successfully completes a high school level course prior to grade 9 shall receive full credit for that course toward meeting total units and, if applicable, required unit graduation requirements. The student's permanent record for grades 9-12 shall indicate completion of the course(s). The grade for a course taken prior to grade 9 becomes part of the student's permanent record and is calculated in the student's GPA (Grade Point Average).

b. Testing Out – An student who, through performance on a test, can demonstrate mastery of the content standards and objectives and has met any other expectations for any course will receive credit for that course as outlined by Gilmer County Schools Policy 5123.5 (Gilmer County Grade Advancement and “Testing Out” Policy).

c. Summer School – Credits earned from approved summer schools are acceptable provided the instructional program is equivalent to that required of the regular school term. Summer school courses must be taught by certified teachers, have approval from the Superintendent of Schools, and students must demonstrate mastery of the Content Standards and Objectives for the course(s) for which they receive credit.

d. Correspondence Schools – Gilmer County Board of Education may, under highly unusual circumstances, grant high school credit for correspondence courses which are offered by fully accredited schools. Students who want to receive high school credit for correspondence courses should make a request to the school principal. The school principal in collaboration with the Superintendent of Schools shall evaluate each request on an individual basis.

e. Colleges - Gilmer County High School students may earn dual credit for completion of college work. The college course must cover the Content Standard and Objectives that have been identified for the high school course for which credit is to be awarded. College English 101 cannot be substituted or used in lieu of English 12. (See “Dual Credit” Policy)

f. Alternative Education Program – Gilmer County students may earn credit in the four academic areas from the Night School program located at the Calhoun-Gilmer Career Center. Students must demonstrate mastery of the Content Standards and Objectives for the course(s) for which they receive credit.

g. Night School – Gilmer county students may earn credit in the four academic areas fro the Nigh School programs located at the Calhoun-?Gilmer Career Center. Students must demonstrate mastery of the Content Standards and Objectives for the course(s) for which they are requesting credit as outlined in Gilmer county High School’s Procedures for Evaluating Home School Credit requests Policy.

3. Students with Disabilities

An individualized educational program shall specify how graduation credit is to be earned by an eligible student with a disability. Primary consideration must be given to the completion of learning objectives prescribed for all students.

A special education Individuals Education Program Committee determines that the approved learning objectives in the required and elective areas of study are reasonable for a particular student. Changes may be made to the delivery of learning objectives through media/resources, and evaluation techniques if such changes are deemed necessary by the IEP Committee and are specified in the IEP. A student who masters the individualized education program learning objectives shall be awarded a standard diploma.

4. Attendance

Attendance for all four years during grades 9-12 is important to attain full benefit from the education programs offered at Gilmer County High School. Therefore all students shall be scheduled for the full instructional for all four years. Exception may be made for compelling medical/health reasons or extreme hardship due to child-rearing responsibilities, or to enter college fulltime as recommended by the principal and approved by the superintendent or for special education students as may be required by the IEP.

5. Evaluating Credit for Transfer Students

a. From Other States

Students who transfer into West Virginia from schools approved by other state systems may not always have completed the required units needed for graduation in West Virginia. In most instances, there will be credit for an area of study which is quite similar to one of the required units, and credit can be awarded for the work completed. If the student who transfers in can be scheduled into any additional subjects needed to complete the West Virginia requirements, this should be done. In the cases of seniors and some juniors, such scheduling may not be feasible or possible. In such cases, the school may appeal to the State Superintendent of Schools for permission to use a substitute for the requirement or to waive the requirement. To waive graduation requirements of the Gilmer County board of Education that are above and beyond state requirements, the school may appeal to the County Superintendent of Schools for permission to use a substitute for the requirement(s).

b. From Other West Virginia Counties

Students who transfer into Gilmer County from another West Virginia county may not be able to complete Gilmer County requirements for graduation. In such cases, the student's credits shall be evaluated to determine if one or more requirements will be waived. To waive graduation requirements of the Gilmer County Board of Education that are above and beyond state requirements, the school may appeal to the County Superintendent of Schools for permission to use a substitute for the requirement(s).

6. Students Who Do Not Complete Requirements in Four Years

a. Continuous enrollment

If a student has been enrolled continuously for four years in grades 9-12 but has not accumulated the required number of units, the student shall be expected to meet the graduation requirements which were in effect when he or she entered ninth grade. Since the student has previously attended four full years, he or she would not be required to attend the full day.

b. Re-Enrollment

If a student has re-enrolled after dropping out of school, the requirements that a student must meet depends upon the length of time he or she has been out of school. If the student has been out of school less than one year, he or she would be expected to complete the graduation requirements which were in effect when he or she entered grade nine. If the student has been out of school one year or more, he or she would be expected to complete the current graduation requirements.

3.0 PROGRAM ASSURANCE

A. Documentation

1. A unit of credit is awarded to indicate successful completion of specific graduation requirements.

2. A diploma is awarded to indicate successful completion of specific graduation requirements.

3. A Certificate of Proficiency is awarded in addition to the high school diploma, containing specific information regarding the graduate's skills, competence, and readiness for further education and employment. The following information is to be recorded on the certificate of given to every graduate:

- a. Standardized test results in the basic skills areas of reading, math and language, including both total scores and subtest scores;
- b. Courses taken in grades 9-12 with grades and credits received;

- c. Computer instruction received;
- d. GPA (grade point average) for grades 9-12;
- e. Class rank out of total graduating class;
- f. Attendance per year for grades 9-12;
- g. Co-curricular and extracurricular activities;
- h. Grade scale including letter/numerical equivalent;
- i. Special competencies;
- j. Technical training.

4. High School Credential. Beginning with the graduating class of school year 2008-2009, the Gilmer County High School will offer the following high school credentials for qualifying graduating students:

a. College Readiness Credential - Any student who scores at or above the college readiness benchmarks as defined by the West Virginia Higher Education Policy Commission, shall receive a college readiness credential.

b. Work Readiness Credential – Any student who completes an approved career/technical concentration and obtains a passing score on ACT Workkeys assessments shall receive a work readiness credential.

B. Participation in Graduation Ceremonies: Only students who will be receiving a standard or modified diploma from the Gilmer County High School will be permitted to participate in graduation ceremonies.

Reference: WVSBE Policy 2510: Assuring Quality Education

Placed on Review: 7-24-07

Approved by GCBOE: 9-11-07