

SECTION 510 GRADUATION REQUIREMENTS

No student may receive a high school diploma unless the student satisfies the criteria for graduation in this policy.

Students must have enrolled in a class or have participated in a board-approved activity for each class period of each day or enrolled in an alternative educational program.

The high school principal shall be responsible for the general supervision and management of the graduation policy.

1. GRADUATION from Portage High School requires that each student earn a minimum of 24 credits while attending school during 16 different terms (a term is 9 weeks in length), grades 9-12, and that the requirements listed below are fulfilled:

The following credits are required to graduate:

- a. 4 credits of English
3 credits of Social Studies
2 credits of Mathematics
2.5 credits of Mathematics for Class of 2015 & 2016
3 credits of Mathematics beginning with the Class of 2017
2 credits of Science
3 credits of Science beginning with the Class of 2017
1.5 credits of Physical Education
0.5 credits of Health Education
0.5 credit of Personal Finance (Beginning with the class of 2015)
- b. Electives- Class of 2013/2014 – 11 Credits
Class of 2015/2016 – 10 Credits
Class of 2017 and beyond – 8.5 Credits
- c. Civics Graduation Test Requirement

Any students graduating from a Wisconsin high school (starting with the class of 2017) "takes a civics test comprised of 100 questions that are identical to the 100 questions that may be asked of an individual during the process of applying for U.S. citizenship by the United States Citizenship and Immigration Services and the pupil correctly answers at least 60 of those questions." (Section 3266R, 118.33(1m)(a)1.) Students with IEP's must complete the test, but do not have to pass it in order to graduate.

Students identified as LEP may take the test in their language of choice. Transcripts should indicate that students pass the civics test requirement.

2. EARLY GRADUATION may be granted after completion of 14 or more terms of attendance, grades 9-12, to students who fulfill the following requirements:
 - a. complete all the above graduation credit requirements;
 - b. earn a cumulative GPA of 2.5 or above;

- c. have no more than 1 unexcused absences (0 truancies) in their last two terms of school attendance; and have no more than 5 excused absences per term in the last two terms of attendance. Additional absences must be doctor excused;
- d. submit a written request for early graduation to the high school principal during the term immediately prior to the term in which they wish to graduate. The request must include the purpose of the request and set forth a well-organized plan for their future. It must also be endorsed in writing by the student's parent/guardian.
- e. receive a recommendation for approval by a committee of professional staff at the high school, including a building administrator, the student's guidance counselor, and at least three (3) of the student's past or present high school teachers. The student and his/her parents may present the request to the committee, but the committee shall deliberate in private. The committee's recommendation shall be forwarded in writing to the district administrator, who shall grant or deny the request and send a written explanation of his/her decision to the student, his/her parents/guardian, and the committee members.

510

510

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NOTES: ** Exceptions to the deadlines for submitting the written request for early graduation may be considered where compelling personal/family reasons are demonstrated.

** A request for early graduation which is denied for reasons other than credits earned or grade point average may be appealed, in writing, within 30 days of the committee's decision to deny the request, to the school board by the student and his/her parents. The written appeal shall explain the basis for the appeal and provide all necessary supporting information for the school board to consider.

- 3. **SPECIAL PROGRAMS** may be set up through the high school principal's office to fit the needs of individual students desiring to procure a high school diploma after they are above statutory attendance age limits. These must receive school board approval.
- 4. **YOUTH OPTIONS PROGRAM** With the recommendation of the high school principal and the district administrator, students may be eligible to participate in a Youth Options Program at an institute of higher education, earning a maximum of 18 college credits toward high school and/or college graduation. For purposes of high school credit, one college credit is equivalent to $\frac{1}{4}$ high school credit.

If a student receives a failing grade in a course or fails to complete a course for which a school board has made payment, the student's parent or guardian (or the student if he or she is an adult) is required to reimburse the school district the amount paid on the student's behalf. Failure to make reimbursement when requested may result in future denial of youth options courses for the student and not being allowed to participate in the high school graduation ceremony.

In order for the school board to approve a youth options request at a Technical College, the student must be in good academic standing. For purposes of this section, the district defines good academic standing as follows: overall GPA of 2.0 or above and 90% or greater attendance rate during the last two school years.

5. **CORRESPONDENCE OR SUMMER SCHOOL** is available for students. A maximum of 4 credits may be earned through correspondence or summer school. These credits are to be earned concurrent with regular school enrollment. Arrangements to do this are made through the student's counselor, with approval from the principal. Students must pay for these credits themselves.
6. **EQUIVALENCY DEGREE** may be obtained from the Wisconsin Department of Public Instruction by meeting its requirements. An equivalency degree does not entitle the recipient to a Portage High School diploma or Portage High School's graduation ceremony.

NOTES: ** E.E.N. students shall meet the above requirements to the extent they are capable of doing so. Each E.E.N. student's I.E.P. shall designate the degree of proficiency to be achieved by the student in order to receive a diploma.

7. **TRANSFER STUDENTS**

Any student that transfers into the Portage High School will be granted credits for educational progress based upon equivalency of such requirements. The District reserves the right to evaluate appropriate placement and acceptance of credits.

Any student that transfers into the Portage High School will be required to be enrolled for a minimum of one full quarter in his/her last quarter of attendance in order to be eligible for a Portage High School diploma. At the discretion of the District Administrator and High School Principal, exceptions can be made.

The Portage Community School District shall not discriminate in the methods, practices, and materials used for testing or evaluation students on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital status, religion, sexual orientation, or physical, emotional, mental, or learning disability or handicap.

Approved Jan. 9, 1978

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