

## HIGH SCHOOL GRADUATION REQUIREMENTS/PROCEDURES

345.5

Graduation diplomas awarded by the District shall be based on learning achievements rather than on the amount of time students spend in attendance. Specific achievement information shall be available on transcripts to those who will assist the learner in his/her development in a post-secondary institution or career.

Each student successfully completing a prescribed high school program and other requirements outlined below shall, upon the recommendation of the high school principal and approval of the Board of Education, be presented a diploma certifying graduation. All students must complete 24.0 credits including the 13.0 credits of Specific Course Requirements. All students must take a minimum of six periods of classes per semester while Juniors and Seniors in an approved work experience or co-op program are to take a minimum of five periods of classes per semester. Only in special cases, after consultation with the counselor and approval of the high school principal, will students be allowed to take less than the normal load.

### Middle School Students Enrolled in High School Classes

Middle school students enrolled in a course(s) at the high school will not be counted towards high school credit, GPA, or class rank. It will appear on the middle school report card and in the student's cumulative file. A notation will be made in the comment section of the student's high school transcript that this course was taken while the student was in middle school.

Students may be provided the option to retake the class when enrolled in high school for high school credit, GPA, and class rank.

#### A) Specific High School Course Requirements:

- 1) 4 credits of English one credit each year  
(American Character or American Novel in the junior year)
- 2) 3 credits of Social Studies  
(including Asian & Latin American History, Western Civ., US History, Social Problems or Economics, and Law.)
- 3) 2 credits of Science
- 4) 2 credits of Mathematics
- 5) 1.5 credits of Physical Education – taken through district approved Physical Education curriculum.(First Aid/CPR instruction)
- 6) .25 credits of Career Workshop
- 7) .25 credits of Health

345.5 continued

- 8) 10.5\* credits electives in Career and Technical Education, World Language, Fine Arts, and other courses. (\*11 starting in 2008)

B) One Credit Courses:

All one-credit courses, except those specifically marked otherwise, must be taken for the equivalent of the entire school year. A student dropping a one-credit course at the midterm will receive no credit for the semester work completed. This may be waived if there are physical, emotional, or extraordinary circumstances involved and validated by the administration and guidance department.

C) Retaking Classes:

Classes may be retaken for credit with the approval of the high school principal. However, a class when retaken cannot be counted toward the 23.75 credit graduation requirement for 2006-2007 graduation and 24.0 for 2008 beyond graduation unless the grade for the class the first time it was taken was a failure. All classes retaken will appear on the student's transcript and be utilized in computing the student's grade point average. The high school principal should use discretion in determining whether a student may retake a class. Classes are not to be retaken simply to improve the grade point average or class standing.

D) Credit and Graduation Requirement Determination:

The high school principal shall determine if a student has met all requirements for graduation. This includes an evaluation of courses taken at other schools and institutions and accommodations made for students with exceptional educational needs, interest or requirements.

Courses taken at other institutions or schools must have the prior approval of the high school principal to be granted credit at Waunakee Community High School. This prior approval stipulation applies only to students enrolled in the Waunakee Community School District and not to transfer students. Transfer students' records will be evaluated by the high school principal upon the student's acceptance into Waunakee Community High School and the student and his/her parents/guardians will be informed of the remaining credits necessary to meet graduation requirements.

The decision of the high school principal may be appealed to the superintendent within ten calendar days of the above notification. Appeals to the Board of Education must be made within ten days of the notification of the superintendent's decision.

Legal Ref.: Section 118.33 Wisconsin Statutes  
121.02(1)(p)  
PI 18, Wisconsin Administrative Code

Cross Ref.: 345.6 HSGT, Alternative Graduation Criteria

Adopted: 11/8/82

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Waunakee Community School District