

GRADUATION REQUIREMENTS

With the implementation of the Maine Learning Results, local assessment systems to measure student progress toward achievement of the content standards of the Learning Results, the phasing-in of standards-based diploma requirements, and heightened community expectations for student learning, the RSU # 14 Board of Directors recognizes the need to establish minimum standards for the awarding of a high school diploma that are consistent with State law and regulations and with community educational values and expectations.

Students, parents, and staff need to know the standards for attaining a high school diploma in order to plan an appropriate, sequential, educational program to meet that goal. The Superintendent, through the High School Principal or other designee, shall be responsible for making accurate information concerning diploma requirements available to incoming students and their parents prior to the start of their ninth grade school year. A copy of this policy will be disseminated to all students at the time of course selection and registration. This policy will also be included in every edition of the High School Planning Guide and referenced in the Student Handbook

Credit Requirements

As a minimum for graduation from high school, the prospective graduate must have successfully completed a total of 22 credits at the secondary level (grades 9 through 12), including the twelve and one-half (12 ½) credits required by the State of Maine.

The RSU # 14 Board of Directors requires each student to complete the following:

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| A. English / Language Arts | 4 credits |
| B. U.S. History | 1.5 credits |
| C. World History | 1.5 credits |
| D. Civics/Economics | ½ credit |
| E. Mathematics | 4 credits* |
| *Beginning with the Class of 2014 | |
| F. Science (must be three different science courses to receive the 3 credits) | 3 credits* |
| G. Fine Arts, which may include art, music, forensics, or drama | 1 credit |
| H. Health | 1 credit |
| I. Physical Education | 1 credit |
| J. Computer Proficiency (required by State) | |

Students must also demonstrate knowledge of computer skills according to the RSU # 14's standards for computer literacy, proficiency, and performance.

- L. Community Service

Students must complete Community Service requirements as stated in Exhibit A.

Class of 2013 and thereafter

As a minimum for graduation from high school, the prospective graduate must have successfully completed a total of 22 credits at the secondary level (grades 9 through 12), including the twelve and one-half (12 ½) credits required by the State of Maine.

In addition to attaining the credits listed above, students will be required to meet the Learning Results Standards in English/Language Arts, Mathematics, Health/Phys Ed, Science, and Social Studies, as defined in the RSU # 14's Comprehensive Local Assessment System.

Students will additionally be required to meet the standards in Career Preparation, Modern and Classical Languages, and Visual and Performing Arts, contingent upon funding of essential programs and services.

Alternate Credit Options (reference Policies: IGEA, IHEDA)

Students may earn graduation credits outside the regular school program, contingent upon evidence that applicable Learning Results content standards have been met. The means for a student obtaining additional credits toward a diploma may include experiences outside the regular programs of Windham High School.

No credits may be awarded without prior approval of the Principal.

- A. Approved summer school program
- B. Approved adult education program (reference Policy FILE: IGEA) (see age and course limitations)
- C. Approved correspondence courses and on-line classes. This requires written approval by the Principal or his/her designee. All correspondence work must be taken through an accredited correspondence school and the final exam must be taken under the supervision of the Guidance Department. In order to count toward graduation in the senior year, correspondence course grades must be received by the High School no later than June 1.
- D. Approved alternative education program as determined appropriate by the High School Principal.

Transfer Students

For students who transfer to Windham High School from another state or from an educational program that is not required to meet the content standards of the system of Learning Results, the High School Principal shall determine the value of the student's prior educational experience towards achieving the standards in a manner consistent with the School District's Comprehensive Local Assessment Plan and applicable Board of Directors' policies.

Early Awarding of Diplomas

A student who has met the State's and the RSU # 14 Board of Directors' diploma requirements in fewer than four years of high school may be awarded a diploma based on the following requirements:

- A. Students considering early graduation must apply in the spring of their sophomore year.
- B. Students must have a B average and have a plan for continued education after graduation, or a work plan.
- C. Students must have a meeting with their school counselor and the Principal for the approval of the plan, and
- D. It must be approved by the parent/guardian.

Delayed Awarding of Diplomas

A post-secondary student who has satisfactorily completed the freshman year in an accredited degree granting institution of higher education may receive a Windham High School diploma provided Windham High School is the school the student last attended. A diploma may be awarded even though the student does not meet all the Windham High School diploma requirements. Such decision shall be at the discretion of the Superintendent, in accordance with the policies of the RSU # 14's Board of Directors.

Extended Study

Students are eligible for extended years of study to complete the requirements of a diploma if they have not reached the age of 20 at the start of the school year. Students eligible for extended years of study may be referred to adult education or other resources suitable to young learners. Extended study for students with disabilities shall be specified in the student's Individualized Education Plan.

Participation in Graduation Ceremony

A student must complete all requirements for a high school diploma in order to participate in commencement exercises.

Legal Reference: 20-A MRSa §§ 4722, 6202-A
Chapter 127 § 7 (Maine Department of Education Rules)

Cross Reference: Adult Education (IGEA)

Approved: March 10, 1999; Revised: November 28, 2001; January 26, 2005; June 18, 2008

Revised: First Reading January 5, 2011

Second Reading February 9, 2011

REVISED: January 11, 2012

**Windham High School
Community Service Graduation Requirement**

Purpose

It is the intent of the RSU # 14 Board of Directors, and in keeping with the Maine Learning Results, to foster a sense of citizenship in our students. To that end, a Community Service prerequisite shall be required of all students in order to receive a diploma from the Windham Raymond School District – RSU # 14. Learning by doing is an effective way to instill a sense of service to others and is a laudable goal for a community to instill in its young people. It is the intent of this community service graduation requirement to acclimate students to a regular routine in their life of serving others.

Requirements

Students in Grade 9 through Grade 12 will be required to complete a total of 40 hours for the four-year period. This requirement will be phased-in over a four-year period, beginning with the Class of 2009.

<u>Graduating Year</u>	<u>Cumulative Hours of Service Required</u>
Class of 2011	30 hours of community service
Class of 2012 & all future Classes	40 hours of community service

Description of Community Service

Service to others without monetary compensation or gift-in-kind compensation. A Community Service Coordinator will establish a system to solicit requests for service work from the community and disseminate the information to students through a variety of communications.

Recordkeeping

Each student will be provided a form to record the following information:

1. Date service was provided
2. Type of service completed
3. Number of hours completed
4. Signature of person receiving the service
5. Student signature
6. Parent signature

It will be the responsibility of the student to turn the forms in to his/her Advisor by the end of each school year. It will be the Guidance Counselor’s responsibility to keep the student, parents, and Administration informed of compliance.