

**WAUNAKEE COMMUNITY SCHOOL DISTRICT  
BOARD OF EDUCATION POLICY COMMITTEE MEETING**

Wednesday, January 4, 2023

11:30 AM

Waunakee Community School District  
905 Bethel Circle  
Waunakee, WI 53597

Members of the public may attend Board of Education meetings in-person, and will be asked to check in with District personnel when you arrive.

Public comments will be limited to 3 minutes. The Board will allow 30 Minutes for public comments.

Public comments may be sent to Rebecca McDonough at [district\\_administrator@waunakee.k12.wi.us](mailto:district_administrator@waunakee.k12.wi.us) up to one hour before the start of the Board meeting. All comments will be reviewed by the Board members. Emailed comments will be reviewed by the board but not read out loud. Emailed comments sent during any part of the board meeting (Board Development, Closed session, Open session) will be forwarded to the board but may or may not be reviewed by the board until after the board adjourns. Comments must include the commentator's name, address, and must identify their connection to the District (if any) and any group they are representing in order to be considered by the Board.

If you would like to address the Board in-person during the public comments section of the meeting, you will be greeted in the lobby of the building, asked to check in with District personnel when you arrive so that you can be recognized and address the Board when your name is called.

A recording of the meeting will be posted on the District webpage within 24 hours of the meeting time.

**AGENDA**

**I. CALL TO ORDER**

**II. ROLL CALL**

**III. APPROVE AGENDA**

**IV. PUBLIC COMMENTS**

<b><u>V. POLICIES FOR DISCUSSION, REVIEW, AND CONSIDERATION</u></b>	<b>3</b>
A. 345.3 Homework Policy	7
Repeal Policy - Handbook Language	
B. 345.4 Promotion/Retention of Students & Exhibits (1-5)	9
Keep existing policy and exhibit 1. Repeal exhibits 2-5	
C. 345.41 Acceleration	18
D. 345.6 High School Graduation Requirements	19
E. 345.7 Graduation Recognition/Honors	26
F. 345.8 Early High School Graduation	28

**VI. FUTURE MEETINGS**

Per the request of the committee below is the 3rd Thursday of the month to consider for future meetings.

January 19th (State Ed. Conv. - how about 1/26)

February 16th

April 13th

May 18th

June 15th

**VII. ADJOURN**

“Any person who has a qualifying disability as defined by the Americans with Disabilities Act who requires assistance with access or materials should contact the Waunakee Community School District Office at 849-2000, 905 Bethel Circle Drive Waunakee, WI 53597, at least twenty-four hours prior to the commencement of the meeting so that necessary arrangements can be made to accommodate the request.”

Proposed Code	Title	Current policy code	WASB recommendation	WASB Comment (if any)	First Review Ed Serv./Admin	2nd Review
345.3	Homework policy	345.3	Keep current Policy	The PRG does not include a sample for this policy. It is acceptable as written. It was last revised in 2002, check to determine if the policy describes current practice.	Repeal Policy - Handbook Language	Review w/chairperson: In agreement w/Admin
345.4	Promotion/retention of students	345.4	Replace policy with PRG 345.4 Sample Policy 1. Review current 345.4 Exhibit 1 and PRG 345.4 Rule 1 together and modify as appropriate. Current 345.4 Exhibits 2 through 5 are acceptable.	I selected PRG 345.4 sample policy 1 as the sample most like your current policy. I considered replacing your current 345.4 Exhibit 1 with PRG 345.4 sample rule 1, but decided that sample rule 1 would significantly change your process and timeline for making retention decisions - you will need to decide what you keep and what you take from the PRG sample rule 1.	Keep existing policy & Exhibit 1. Repeal Exhibits 2-5	Review w/chairperson: In agreement w/Admin

345.41	Acceleration	345.41	Review and revise if needed	The PRG does in include a sample for this policy. Language related to middle school students who are enrolled in high school classes appears in both WCSD Policy 345.41 and in WCSD Policy 345.5. I left this language in this policy and deleted it from your high school graduation requirements policy.	Keep	Review w/chairperson: In agreement w/Admin
345.6	High School Graduation Requirements	345.5	Replace policy with PRG 345.6 and recode to align with WASB policy coding system.	I incorporated much of your current policy into the PRG sample. Your current 345.8 Early High School Graduation is also incorporated into this policy. Note that there is a PRG 345.6 Sample Rule 1 that provides additional rules and procedures that you might choose to use or not use. I did not attempt to edit that rule.  Note that <a href="https://docs.legis.wisconsin.gov/code/admin_code/pi/18/05/2">https://docs.legis.wisconsin.gov/code/admin_code/pi/18/05/2</a> requires school boards to inform DPI when changes are made to high school graduation policies.	Adopt PRG - No Rule - Randy Add Health requirement Tiffany pg 4/5 language	Review w/chairperson: In agreement w/Admin
345.7	Graduation Recognition/Honors	345.7	Keep current policy	The PRG does in include a sample for this policy.	Tim & Randy to add to this one	Review w/chairperson: In agreement w/
	Early High School Graduation	345.8	Delete	I incorporated the language from this policy into the proposed 345.6 High School Graduation requirements	Repeal.	Review w/chairperson: In agreement w/

370	Extracurricular Activities and Programs	370	Replace with PRG 370 Sample 1	Some of the material covered by WCSD current 377 is covered by the 370 PRG sample 1. You might choose to incorporate some of the local policy decisions you made in your current 377 and related rules into the proposed 370 - WASB PRG updates relating to extracurricular policies will be made to 370.	Randy to review/update	
370 Rule 1	Co-curricular Activity Size Limitations Coach/Player Ratios	370 Rule 1	Keep current rule.		Randy to review/update	
370 Rule 2	Co-curricular Activity Program Eligibility	370 Rule 2	Amend rule to address resident home school students, see my proposed draft.	Your current rule 2 addresses eligibility to participate in extracurricular activities in a manner that suggests that resident home school students are not allowed to participate. Wis. Stat. 118.133 requires school districts to allow resident home school students to participate in extracurricular activities if they are otherwise eligible. The PRG does not have a sample directly addressing this. Note you are not required to have a policy or rule addressing this, but since your rule addresses eligibility to participate in a manner that arguably excludes resident home school students, you should amend the policy. I added a statement to the policy that minimally addresses the right of resident home school students to participate in extracurricular activities.	Randy to review/update	

370 Rule 3	Co-curricular Offerings	370 Rule 3	Keep current rule.		Randy to review/update	
370 Rule 4	Co-curricular Reduction /Addition Guidelines	370 Rule 4	Keep current rule.		Randy to review/update	

## **HOMEWORK POLICY**

345.3

Homework that contributes to the growth and development of the student is valuable.

Homework will be given at all grade levels. Homework will be assigned to:

- A. supplement, support, and extend learning through home-related activities;
- B. reinforce classroom instruction by providing necessary practice, integration, and application;
- C. help students become resourceful and work independently;
- D. acquaint and involve parents/guardians with what their children are learning in school.

The Board of Education recognizes the professional judgment of the classroom teacher to determine the appropriate amount and relevance of homework. However, each individual building has homework guidelines as outlined in the student and parent handbooks approved annually by the Board of Education. Students in grades K-4 should expect 5-40 minutes of homework three or more times per week. Students in grades 5-8 should expect 30-60 minutes of homework nightly. The amount of time needed for homework will obviously vary according to the individual student's age, needs, capabilities, and motivation. The students should obviously take the time to learn the material and properly prepare the assignment. When long-term projects are assigned, students need to manage their work time appropriately. These long-term projects should never be considered one-night assignments.

The teacher has the responsibility to check the quality of homework and provide some method of evaluation.

Each student must be personally responsible for work missed due to an absence. Makeup work should be completed as soon as possible upon the return of the student to school in accordance with established district procedures. For extended absences, the student should make special arrangements with his/her teachers, counselor and/or principal.

### Responsibility of Parents/Guardians

While students should assume the major responsibility for completing homework assignments, parents/guardians should be encouraged to take an active interest in students' homework by:

- A. promoting a positive attitude toward homework;
- B. providing a consistent time and suitable place for study;
- C. making resource materials available whenever possible;
- D. communicating special circumstances which may affect the student's ability to complete assignments to the teacher.

345.3 continued

Cross Ref: 312, Academic Honesty  
430 – Rule (1), Attendance Procedures

Adopted: 1/11/99

Revised: January 2002

Waunakee Community School District

## **PROMOTION/RETENTION OF STUDENTS**

345.4

The district makes extensive efforts to avoid the necessity of high stakes promotion/retention determinations through a system of strategic supports and interventions to address individual student learning deficits. Early identification of problems is important to assist the student, parent/guardian, and school in resolving them. If, after extensive efforts, insufficient academic progress results and retention is necessary, a detailed retention plan is prepared designed to maximize modifications and supports to the student during the retention year.

Promotion/retention determinations are based on multiple criteria. Significant factors considered are Wisconsin Student Assessment System (WSAS) test scores, other district and classroom assessment results, teacher recommendations, grades, and attendance.

Each principal delineates the specific rationale, procedures and timelines for promotion and retention decisions in his/her building and conveys them to staff and parents/guardian. Promotion and retention determinations are made by administrators at the building levels and may be appealed to the Superintendent.

### **A. Elementary and Intermediate Promotion/Retention**

The decision to promote or retain at the elementary and intermediate levels is made after careful consideration of academic achievement in core academic subjects (reading, written language, mathematics, science, and social studies.) Also considered are study skills, social development, physical development, problem-solving abilities and attendance. Promotion and retention decisions shall be made consistent with state law requirements.

The principal, guidance counselor, and classroom teacher are key members of the committee responsible for assessing student progress and making promotion and retention decisions. Other specialists are included as necessary. Parent input is encouraged throughout the process and parents are to be informed no later than the spring parent-teacher conferences that their child is being considered for retention.

### **B. Middle School Promotion and Retention**

Promotion from grade to grade within the middle school to high school is determined on the basis of academic achievement represented by successful completion of the core academic subjects (communication arts, mathematics, science, social studies). Other considerations may be study skills, social development, physical development, problem solving abilities, and attendance. Each student with one or more core academic subject failures is considered for retention. Promotion and retention decisions shall be made consistent with state law requirements.

The principal, assistant principal, guidance counselor, and classroom teacher are key members of the committee responsible for assessing student progress and making promotion and retention decisions. Other specialists are included as necessary. Parent input is encouraged throughout the process and parents are to be informed no later than the spring parent-teacher conferences that retention is being considered for their child.

C. High School Student Classification

Students acquire grade classifications by earning the stated number of credits prior to the start of each academic year.

Grade	Credits
9	Promotion from grade 8
10	6 credits
11	12 credits
12	18 credits
Graduate	Meeting high school requirements (BOE Policy 345.5)

Promotion/retention determination made at the building levels may be appealed to the Superintendent.

Legal Ref.: Sections 118.24 (2)(a)  
 118.33 Wisconsin statutes  
 121.02(1)(p)  
 120.12(2)  
 120.13  
 PI 18, Wisconsin Administrative Code

Cross Ref.: 345.5, Graduation Requirements  
 460, Student Scholarships  
 345.1-Rule, Specific Grading System  
 345.4-Exhibit(1)  
 345.4-Exhibit(2)  
 345.4-Exhibit(3)  
 345.41, Acceleration  
 345.4 Exhibit (4), 4<sup>th</sup> Grade Promotion/Retention Diagram  
 345.4(5), 8<sup>th</sup> Grade Promotion/Retention Diagram  
 346, Student Assessment Program

Adopted: 11/8/82

Revised: 9/8/86  
9/11/88  
5/11/92  
March 1994  
September 8, 1997  
April 13, 1998  
5/10/99  
7/12/99; *Corrected 7/19/99*  
January 2002

Waunakee Community School District

## **4K-8 PROMOTION/RETENTION PROCESS AND TIMELINE**

345.4-Exhibit 1

Promotion or retention decisions are made based on the “whole child” concept. Ongoing performance, existing standardized test results (including the state assessments), teacher observation, and other cognitive factors are considered in the promotion and retention process. Students who are demonstrating overall success in their ongoing performance and on standardized tests (including the state assessments) will not be considered for retention.

Parents/guardians are kept informed and involved with their child’s educational progress. Teachers notify parents/guardians of ongoing student performance through mid-quarter progress reports and quarterly grade reports. Teachers are responsible for establishing the first contact with parents/guardians to share concerns about student progress in specific content areas. Teachers are responsible for providing parents/guardians with updates on student progress as requested or needed.

Guidance counselors are responsible for sharing information with parents/guardians on standardized test results including the 4<sup>th</sup> and 8<sup>th</sup> grade state assessments. Principals will provide parents/guardians with a copy of Board policy when the Promotion and Retention Committee initially consider a child for retention.

### **September (Early to Mid)**

Principals share information with teachers on the BOE policies, specific criteria, procedures, and timelines for identifying students for remediation and potential retention. (BOE policy 345.4 reviewed.)

### **Beginning in December and continuing until May 1**

Principals request information from teachers on students who are of concern and may be considered for retention. Ongoing performance, staff reviews, and standardized test results, (including the state assessments) will be considered when reviewing students. Students scoring at minimal on the state assessments will be reviewed. Teachers inform parents/guardians verbally (if possible) and in writing of their concerns about classroom and/or content area performance prior to sending their concerns to the committee. A copy of this letter is placed in the student record. Teachers return information on students who may be considered for retention to administrators or guidance counselors.

**Beginning in January and continuing a minimum of once monthly until May 1**

The Promotion and Retention Committee (administrators, guidance counselors, psychologist, social worker, reading specialist, director of special education, director of student support services, and appropriate teachers) meet to review information submitted. Review of interventions and suggestions for additional interventions are made and conveyed to parties involved, including parents/guardians. Parents/guardians are informed of recommendations in writing from a representative of the Promotion and Retention Committee. A copy of this letter is placed in the student record.

Students who require additional consideration for retention remain under review of the committee while others are provided appropriate services and are no longer considered. Parents/guardians of the students considered for retention are informed verbally (if possible) and in writing by a representative of the Promotion Committee. Parents/guardians are kept informed and involved throughout the process. A copy of this letter is placed in the student record. Teachers receive a memo from a representative of the committee on recommendations made for specific students. Teachers/specialists implement intervention suggestions. Teachers provide the Promotion and Retention Committee reports of student progress. As needed, teachers participate in the committee meetings. Parents/guardians are invited to meet with teachers and committee members as needed to support their child's progress. Interventions and testing, if any are reviewed. A variety of screeners will be used to review student performance including a research-based tool such as Light's Retention Scale.

**March (Mid)**

Principals will notify parents/guardians of students still being considered for retention by phone (if possible) and in writing. Principals will review the reasons the child is being considered for retention. A copy of the letter to the parents/guardians is placed in the student record. A parent meeting is requested and arranged (if possible). Administrators, specialists, and teachers (as needed) are involved in the meeting.

**No Later Than May 15**

The Promotion and Retention Committee reviews student progress updates. The committee makes the promotion or retention decisions and those decisions are conveyed to parents/guardians verbally (if possible) and in writing. A copy of this letter is placed in the student record.

Adopted: July 1999  
Revised: October 2000  
January 2002  
March 2013

Waunakee Community School District

Policies of the Board of Education

Series 300: Instruction

**PROMOTION/RETENTION INFORMATION SHEET**

345.4-Exhibit(2)

Student's Name \_\_\_\_\_

D. O. B. \_\_\_\_\_

Teacher \_\_\_\_\_

Grade \_\_\_\_\_

1. Progress in the core academic areas of reading, mathematics and written language.  
(Middle School: include science and social studies)
  
2. Achievement Test Results (classroom, district/and/or state tests)
  
3. Motivation and effort
  
4. Social development compared to grade level peers
  
5. Does the child receive any services via Remedial Reading, a Section 504 Plan or a CWD service: If so, describe.

Adopted: 7/12/99

Revised: January 2002

Waunakee Community School District

**Retention Checklist  
(Completed by Teacher)**

345.4-Exhibit (3)

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

Teacher \_\_\_\_\_ Date Submitted \_\_\_\_\_

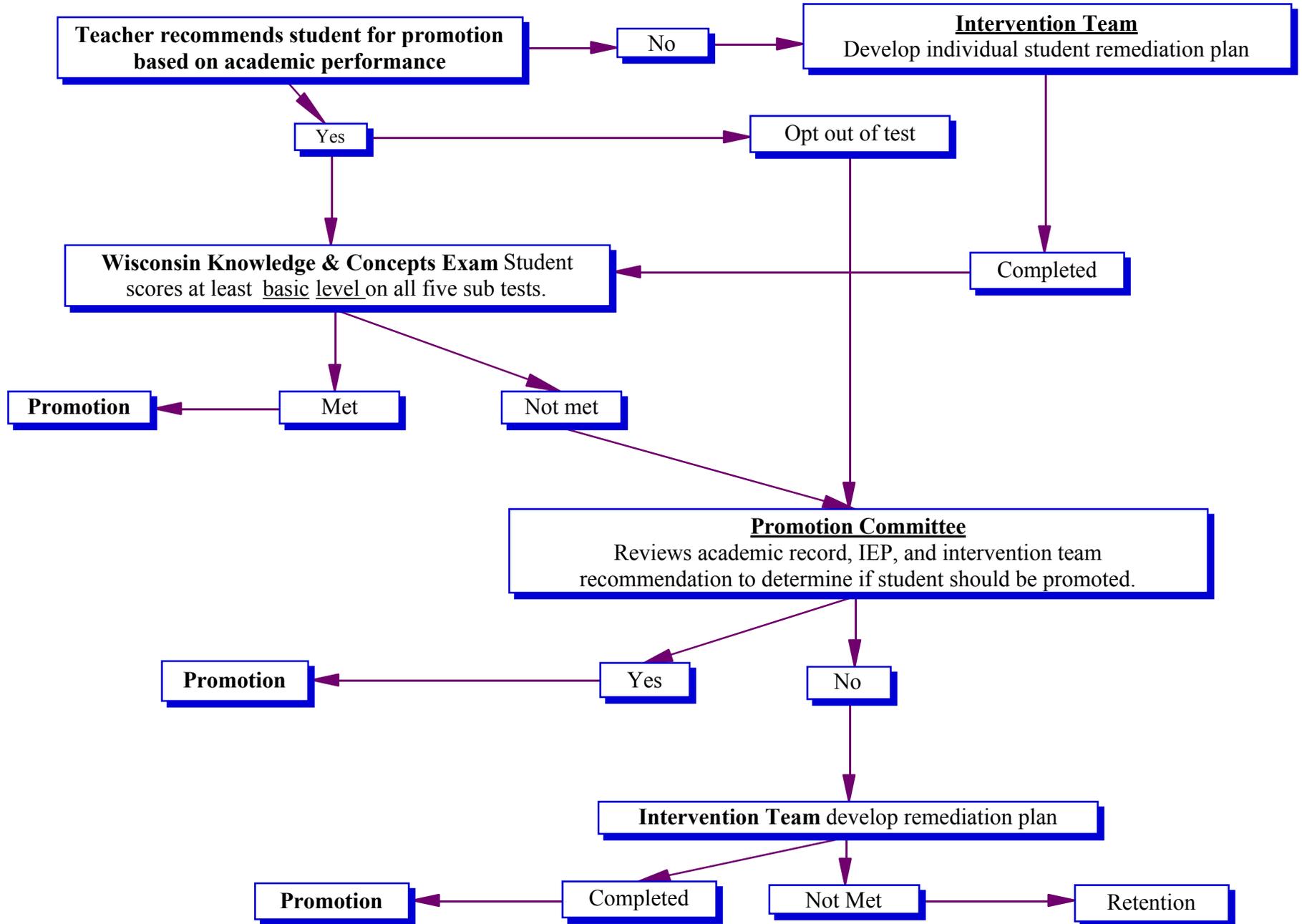
Please mark interventions you have tried implementing.

	<b>Approximate Date</b>	<b>Comments On Results</b>
Parents/guardian informed that student is not meeting grade level expectations.		
Feedback provided to the student/parent in writing. (Report card, progress notes, etc.)		
Special grouping or seating arrangements.		
Assignments and activity pace changed or varied.		
Expectations for student modified.		
Peers used as models and/or tutors.		
Positive reinforcements provided.		
Remedial reading support or tutoring provided.		
Other		

Adopted: 7/12/99

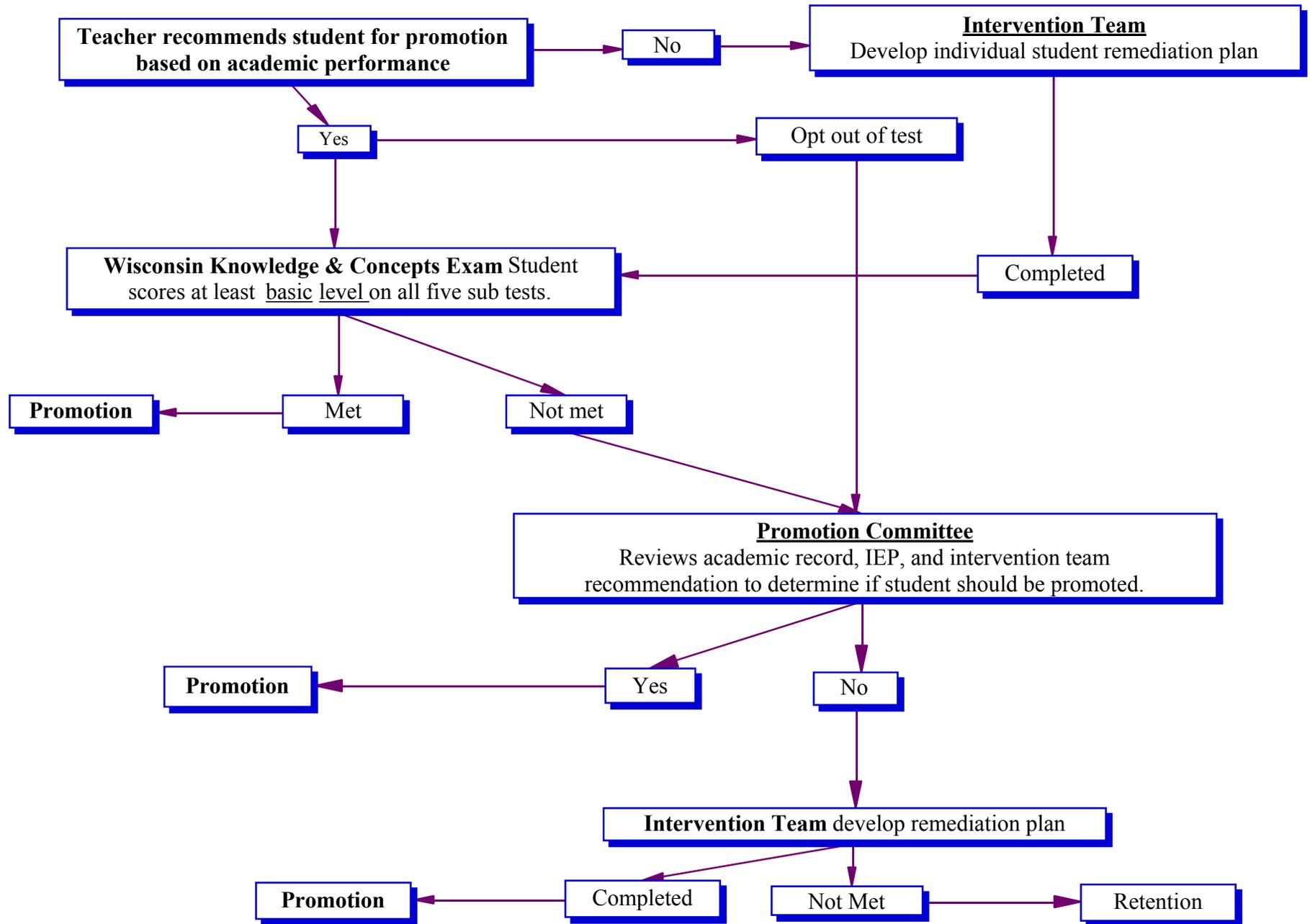
Waunakee Community School District

### Grade 4 Promotion/Retention Diagram



Note: Beginning 9/1/02 the district shall not promote a student from 4th to 5th grade unless the student meets the criteria outlined in this diagram.

## Grade 8 Promotion/Retention Diagram



Note: Beginning 9/1/02 the district shall not promote a student from 8th to 9th grade unless the student meets the criteria outlined in this diagram.

Policies of the Board of Education

Series 300: Instruction

**ACCELERATION**

345.41

The Board of Education strongly urges the staff to see that all learners are assisted in moving ahead as rapidly as they wish and can. While acceleration ahead of grade should be approached with caution, gifted or capable students may be so advanced, but only after thorough discussion with each student’s principal, Pathways (G/T) coordinator, and guidance counselor and with the joint approval of parents/guardians.

Acceleration (other than grade acceleration) includes single subject acceleration, multiple subject acceleration and higher level instructional options. All these options are to be discussed when considering the best approach to serving individual students.

The procedures outlined in the “Pathways Guidelines” for acceleration will be followed in determining the best option for a student being considered for acceleration.

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 **or** GPA. 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 **or** GPA.

Legal Ref.: Sections 118.35 Wisconsin Statutes  
121.02(1)(t)  
PI 8.01(2)(t), Wisconsin Administrative Code

Cross Ref.: Pathways Guidelines

Adopted: 11/8/82

Revised: March 1994  
January 2002  
July 2004  
February 2010

Waunakee Community School District

# HIGH SCHOOL GRADUATION REQUIREMENTS

## Policy 345.6

Waukeek Community School District

Page 1 of 7

~~(This sample policy addresses basic high school graduation requirements. The sample requires a number of local choices to be made (e.g., early graduation under set conditions, earning of credit prior to the point the student is enrolled in the high school grades). A school district adapting this policy for local use should especially verify that the sample's standard for awarding a regular high school diploma to students with disabilities accurately reflects the district's desired policy position and current practices. School boards are reminded that the Wisconsin Administrative Code requires a district to notify the Department of Public Instruction of any changes to policies that establish high school graduation requirements.)~~

The School Board awards diplomas to recognize those students who have met District-established requirements for high school graduation as set forth in this policy. The District Administrator and High School Principal(s) shall be responsible for the general supervision and management of the graduation of students under this policy. The District's general student nondiscrimination policy applies in all respects to the methods, practices, and materials used for determining the graduation status of students.

### A. Attendance/Participation Requirements

One requirement of high school graduation is that the high school student, throughout his/her enrollment in the District, must have been enrolled in a class or participated in an activity approved by the Board during each class period of each school day, or enrolled in an alternative education program approved by the District. The only exceptions to this enrollment and participation requirement are those authorized under state law and approved by the District for the individual student.<sup>1</sup>

Four years of high school attendance is generally required for high school graduation. ~~Early graduation may be permitted, but only if the student has attended a high school (or an equivalent educational program) for a total period of at least [insert relevant minimum period, e.g., "three full regular school terms from the date the student first attends a high school program on a full-time basis"] and met all other applicable graduation requirements. [Editor's Note: Include this paragraph in its entirety only if the district limits a student's eligibility for "early" graduation to a certain minimum period of attendance. If the district does not restrict the timing of "early" graduation, delete this entire paragraph. If the district never permits "early" graduation, then delete the word "generally" from the first sentence and delete the entire second sentence of this paragraph.]~~ The Board of Education acknowledges that some students are pursuing educational goals which include graduation from high school at an earlier date than their designated class. An application for early graduation must be submitted to the high school principal in accordance with school regulations. The principal may honor this request if all conditions for graduation are met, and the student fulfills the graduation requirements. If a decision is made to deny the early graduation request, the student or parent/guardian may appeal the decision to the Superintendent, whose decision shall be final. The student may participate in the graduation ceremonies with his/her designated class.<sup>2</sup>

Formatted: Font color: Auto

Formatted: Font: Not Bold, Not Italic, Font color: Auto

Formatted: Font color: Auto

Formatted: Font: Not Bold, Not Italic, Font color: Auto

Formatted: Font color: Auto

Formatted: Font: Not Bold, Not Italic, Font color: Auto

<sup>1</sup> I left this language as is as it tracks the statutory graduation requirement in Wisconsin Legislature: 118.33(1)(b). The second paragraph of your current 345.5 addresses this with regard to Juniors and Seniors only.

<sup>2</sup> I inserted the language of your current 345.8.

# HIGH SCHOOL GRADUATION REQUIREMENTS

## Policy 345.6

Waukeek Community School District

Page 2 of 7

A student who has attended a high school program (or an equivalent educational program) for the equivalent of four regular school terms (i.e., the equivalent of completing grades 9 through 12) and who has satisfied all other requirements to receive a regular high school diploma does not have the option to unilaterally choose to defer his/her high school graduation date and continue to attend high school.

The District also requires a meaningful period of enrollment in the District and attendance in a District school or program in order to earn a District high school diploma. The minimum period of attendance shall generally include the full semester immediately preceding the student's graduation, during which period the student earned high school credit. An exception to this minimum period may be granted by the District Administrator in extraordinary circumstances where the District Administrator determines that (1) the reason the student did not meet the requirement was reasonably beyond the control of the student and, if under the age of 18, the student's parent or guardian; and (2) instructional staff are able to make a sufficient assessment of the student's academic performance.

### B. Course Credit Requirements

The District has established standard credit requirements for high school graduation. All required credits must be earned by completing the course with a minimum passing grade while the student is enrolled in the high school grades *[insert exceptions, if any; for example: "except that (1) the District offers a health education curriculum to students prior to 9<sup>th</sup> grade that, if completed, satisfies the .5 credit requirement in health education; and (2) the District offers qualifying students who are in (choose as applicable: "8<sup>th</sup> grade" or "7<sup>th</sup> or 8<sup>th</sup> grade") additional opportunities to take certain courses for credit toward high school graduation to the extent further specified in established procedures accompanying this policy"]*.

#### 1. Standard Credit Requirements for Students Granted a Diploma:

- |                               |                            |
|-------------------------------|----------------------------|
| • English/Writing Composition | 4 credits                  |
| • Social Studies              | 3 credits                  |
| • Math                        | 3 credits                  |
| • Science                     | 3 credits                  |
| • Physical Education          | 1.5 credits                |
| • Health Education            | 0.5-25 credit <sup>3</sup> |
| • Career Workshop             | 0.25 credit                |

~~**[Editor's Note: If the district requires students to earn additional, locally-required credits in particular subject areas, insert that detail in the space below.]**~~

Formatted: Font: Not Italic

<sup>3</sup> Your current policy requires 0.25 credits. Wisconsin Legislature: 118.33(1)(a)2. requires 0.5 credits of health education in grades 7 to 12. If you are complying with the 0.5 health credit requirement in some other way (a DPI waiver or 0.25 health credits required in 7<sup>th</sup> or 8<sup>th</sup> grades) note that in the policy - Wisconsin Legislature: PI 18.05(2) directs school boards to notify DPI whenever changes are made to high school graduation policies and Wisconsin Legislature: PI 18.05(4) authorizes DPI to periodically review high school graduation requirement policies and notify boards when those policies do not comply with state law.

Formatted: Superscript

Formatted: Superscript

# HIGH SCHOOL GRADUATION REQUIREMENTS

Wauaukee Community School District

## Policy 345.6

Page 3 of 7

0.5 Health credits are required for graduation by Wisconsin Statute 118.33(1)(a). 0.25 Credits are granted through completion of the Health class at the Middle School and the remaining 0.25 credits are required per the Health Class at the High School.

- [insert subject] Career and Technical Education, World Language, Fine Arts, and other courses
- [insert subject] [No. of credits]9 credits
- [insert subject] [No. of credits]
- [insert subject] [No. of credits]
- Additional Approved Elective Credits Required for Graduation (no specific subject area) [No. of credits]

### 2. Credit and Graduation Requirement Determination:

a. 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. The minimum passing grade required for the awarding of credit for each course constitutes a recommendation of instructional staff with regard to the student's academic performance and eligibility for graduation.

a.

b. 3. Courses taken at other institutions or schools must have the prior approval of the high school principal to be granted credit at Wauaukee Community High School. This prior approval stipulation applies only to students enrolled in the Wauaukee 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 Wauaukee Community High School and the student and his/her parents/guardians will be informed of the remaining credits necessary to meet graduation requirements.

c. 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.<sup>4</sup>

Credit for a course of study that a student successfully completes outside of the District may be granted credit toward high school graduation as a transfer credit. The administration shall apply established procedures to the granting of all transfer credits that a student seeks to apply toward his/her high school graduation requirements.

43. Certain courses may satisfy one of the state-mandated credit requirements under an equivalency standard. Where the District approves and offers a course under a credit equivalency standard, a student may be eligible to take the course to satisfy a state-

<sup>4</sup> I substituted your current policy language for a similar provision in the sample.

Formatted: No underline, Highlight

Formatted: No underline

Formatted: Font color: Auto

Formatted: Font: Not Italic

Formatted: Indent: Left: 0.5", No bullets or numbering

Formatted: Font: Not Italic

Formatted: Font: Not Italic

Formatted: Font: (Default) Century Gothic, Font color: Black, (none)

Formatted: Font: (Default) Century Gothic, Font color: Black

Formatted: Font: Italic, Underline, English (United States)

Formatted: Font: Italic, Underline

Formatted: Font: (Default) Century Gothic, Font color: Black

Formatted: List Paragraph, Indent: Left: 0.75", First line: 0"

Formatted: Font: (Default) Century Gothic, Italic, Underline, Font color: Black

Formatted: List Paragraph, Indent: Left: 0.25", Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.5" + Indent at: 0.75"

Formatted: Font: Century Gothic

Formatted: Indent: Left: 0.75", No bullets or numbering

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.5" + Indent at: 0.75"

Formatted: Font: Century Gothic

Formatted: Highlight

# HIGH SCHOOL GRADUATION REQUIREMENTS

## Policy 345.6

Waukegan Community School District

Page 4 of 7

mandated credit requirement. *[Include this sentence if the district concludes that it is applicable to any of the courses that the district offers under an equivalency standard: "One limitation is that the student must not have already taken and received a state-mandated credit for any course that is a direct substitute for the proposed equivalent course such that the student would be repeating essentially the same content/learning standards in two courses."]* It is the responsibility of the student to verify that he/she will be eligible to receive the specified equivalency credit toward a state-mandated credit requirement.<sup>5</sup>

54. With District approval and if the student satisfies all requirements as set forth in a related *[choose: 'policy' or 'rule']*, a student who has participated in a District-approved organized physical activity may substitute an additional one-half credit in *[choose up to all of the following: English, social studies, math, science, or health education]* in lieu of one-half credit of the 1.5 required credits in physical education. *[Editor's Note: include this paragraph only if the district permits such credit substitution. Under the preceding sample language in this paragraph, the additional parameters and procedures applicable to such substitution should be identified in a related policy or rule. See samples of such parameters and procedures under topic 345.64 in the PRG.]*<sup>6</sup>

Formatted: Highlight

### C. Civics Test Requirement

In order to be eligible for a District high school diploma, a student must have taken and successfully completed the state-required civics test while enrolled in the high school grades in the District or, as determined by the administration, in another qualifying school or program. For students with disabilities who have an individualized education program (IEP), this requirement shall be modified or waived to the extent provided by the student's IEP and/or by applicable law.

### D. Other District-Established Graduation Requirements

*[Insert additional local high school graduation requirements, if any. As examples, some school districts have a service learning requirement, an academic portfolio requirement, a technology proficiency requirement, etc. If there are no such additional local requirements, delete this entire section from the sample before adopting the policy.]*

Formatted: Highlight

Formatted: Indent: Left: 0", Space After: 0 pt, Tab stops: 0.25", Left

### E. Alternative Education Programs and Other Accommodations for Students with Exceptional Educational Interests, Needs or Requirements

Formatted: Indent: Left: 0", First line: 0"

Any high school student who has satisfied each of the graduation requirements defined above shall be awarded a diploma signifying his/her graduation from high school. In addition, the District provides other routes to high school graduation, including the following:

1. *[A student with a disability who has not otherwise satisfied the District's high school graduation requirements shall earn his/her high school diploma if the student meets the*

Formatted: Highlight

<sup>5</sup> Your current policy does not address accepting credits under an equivalency standard – if your district does not do this, delete paragraph, otherwise edit as appropriate.

<sup>6</sup> Your current policy does not address substituting extracurricular sports for part of the physical education credit requirement – if your district does not do this, delete paragraph, otherwise edit as appropriate.

# HIGH SCHOOL GRADUATION REQUIREMENTS

## Policy 345.6

Waukegan Community School District

Page 5 of 7

requirements established in the student's Individualized Education Program (IEP), including goals, objectives, accommodations or modifications that provide the student with an opportunity to be eligible for high school graduation. A student with a disability who has not otherwise satisfied the District's high school graduation requirements shall earn his/her high school diploma if the student meets the requirements established through the student's IEP, including goals and objectives that the IEP team has determined represent a demonstration of academic proficiency that is at least equivalent to the proficiency the student would have attained if the student had satisfied the applicable minimum credit accumulation requirements defined in state law.

Formatted: Highlight

- 2.1. The District provides one or more Board-approved alternative education programs for high school students that provide an opportunity for the student to become eligible for high school graduation. In order to receive a District-issued high school diploma through an alternative education program, the District Administrator, High School Principal or designated program administrator must determine, in consultation with instructors who are familiar with the student's work and progress, that the student has successfully completed the program and demonstrated a level of proficiency in the subjects for which credit is required under the state's minimum graduation requirements that is equivalent to the proficiency the student would have attained if he/she had satisfied the applicable minimum credit requirements defined in state law.
- 3.2. For students with exceptional needs, interests or requirements not otherwise addressed in this section, the District may also approve, on an individualized basis, a curriculum or program modification for a high school student that provides an opportunity for the student to become eligible for high school graduation.
- 4.3. In the event that a qualified veteran, as determined under state law, requests the Board to award a high school diploma, the request shall be filed with the District Administrator and brought to the Board for review and approval.

### F. Graduation from a Board-Authorized Charter School Located in the District

*~~Include this section and the following language only if the District has one or more Board-authorized charter schools serving high school students: "High school students attending a charter school authorized by the Board and located in the District are required to meet the graduation requirements established in this policy."~~*

### Legal References:

#### Wisconsin Statutes

[Section 38.12\(14\)](#) [attendance at technical college courses]  
[Section 115.28\(7\)\(e\)1](#) [alternative education program definition]

<sup>7</sup> Your current policy does not directly address graduation of disabled students or the granting of a high school diploma to qualified veterans. Your current policy cross references 345.6 HSGT, Alternative Graduation Criteria, but I do not find that policy on your website.

Formatted: English (United States)

# HIGH SCHOOL GRADUATION REQUIREMENTS

## Policy 345.6

Waukeek Community School District

Page 6 of 7

<a href="#">Section 115.915</a>	[accommodations for school-age parents]
<a href="#">Section 115.997(7)</a>	[on-time graduation of children of military families; waiver and other requirements]
<a href="#">Section 118.13</a>	[student nondiscrimination]
<a href="#">Section 118.15</a>	[compulsory attendance; programs for at-risk students and program/curricular modifications]
<a href="#">Section 118.35</a>	[gifted and talented students]
<a href="#">Section 118.52</a>	[part-time open enrollment]
<a href="#">Section 118.55</a>	[early college credit program]
<a href="#">Section 118.153</a>	[children at risk of not graduating from high school]
<a href="#">Section 118.33(1)</a>	[high school graduation standards, including requirements and local options]
<a href="#">Section 118.33(1)(f)1</a>	[required periodic review and revision of graduation requirement policy]
<a href="#">Section 118.33(1m)(a)</a>	[high school graduation; civics test requirement]
<a href="#">Section 120.12(17)</a>	[school board duty; payment of tuition for University of Wisconsin system courses taken by students for high school credit under certain conditions]
<a href="#">Section 120.13(37)</a>	[awarding high school diplomas to veterans]
<a href="#">Section 121.02(1)(p)</a>	[school district standards; graduation standards]
<a href="#">Chapter 115, Subchapter V</a>	[children with disabilities]

### Wisconsin Administrative Code

<a href="#">PI 18</a>	[high school graduation standards]
<a href="#">PI 25</a>	[children at risk plans and programs]

### Cross References:

WASB PRG Sample Policy 1

**Adoption Date:** 11/8/82

**Revised:** 9/8/86  
9/11/88  
5/11/92  
3/94  
2/12/96  
2/8/99  
4/5/99  
10/6/00  
February 2002  
May 2004  
July 2004  
January 2005  
December 2005  
August 2009

**Formatted:** Font: 10 pt, Not Bold, Font color: Black, English (United States)

**Formatted:** Font: 13 pt, Bold, Font color: Custom Color(0,112,137))

**Formatted:** Indent: Left: 1.5"

# HIGH SCHOOL GRADUATION REQUIREMENTS

Waunakee Community School District

Policy 345.6

Page 7 of 7

January 2014  
August 2016  
June 2018

**GRADUATION CEREMONY/HONORS  
Participation and Recognition**

345.7

- I. Official district recognition at the graduation exercises shall consist of the following:
- A. ~~Students may only wear~~ Wearing of Gold honor cords and Laude cords (Purple, Silver, & White) for the graduating students attaining these recognitions. ~~a 3.60 or greater grade point average on a 4.0 system. No other third party cords, stoles or other items may be worn at the graduation ceremony.~~
  - B. Notation in the program of those students having attained a 3.60 or greater GPA on a 4.0 system.
  - C. ~~The Board recommends the development of a A “Senior Awards Night” to recognize seniors and present awards and scholarships will be conducted on an annual basis.~~
- II. Participation in the graduation ceremony shall be reserved for those senior students who have:
- A. Met all the graduation requirements as outlined in Board Policy 345.5.
  - B. Attended school at least 90% of the school days/class periods in both the first semester and in the second semester of their senior year. The principal may waive this for good and sufficient reason (documented extended illness, documented family emergency, etc.).
  - C. Participated in practice for graduation and abides by the rules for participation in the ceremony established by the principal (free from the influence/use of drugs and alcohol, proper dress, no noisemakers, etc.).

Cross Ref.: 345.1-Rule, Specific Grading Systems  
345.5, Graduation Requirements/Procedures

Adopted: 11/14/94

Revised: 6/8/98  
January 2002



Policies of the Board of Education

Series 300: Instruction

**EARLY HIGH SCHOOL GRADUATION**

**345.8**

The Board of Education acknowledges that some students are pursuing educational goals which include graduation from high school at an earlier date than their designated class.

An application for early graduation must be submitted to the high school principal in accordance with school regulations. The principal may honor this request if all conditions for graduation are met and the student fulfills the graduation requirements.

If a decision is made to deny the early graduation request, the student or parent/guardian may appeal the decision to the Superintendent, whose decision shall be final.

The student may participate in the graduation ceremonies with his/her designated class.

Adopted: May 2016

Waunakee Community School District