



Book	Policy Manual
Section	For Board Review - Vol. 33, No. 2
Title	GRADUATION REQUIREMENTS
Code	po5460
Status	
Adopted	April 23, 2007
Last Revised	October 16, 2023

#### 5460 - **GRADUATION REQUIREMENTS**

It shall be the policy of the Board to acknowledge each student's successful completion of the instructional program appropriate to the achievement of District goals and objectives as well as personal proficiency by the awarding of a diploma at fitting graduation ceremonies.

The Board shall award a regular high school diploma to every student enrolled in this District who meets the requirements of graduation established by this Board, including successfully complete a civics assessment in accordance with State statute.

Students with disabilities who properly complete the programs specified in their I.E.P. and have received the recommendation of the I.E.P. team may participate in graduation activities and may be awarded a diploma (provided the student satisfied the District's high school graduation requirements).

The principal of the high school shall prepare a report describing the District's policies on high school graduation standards. Additionally, any change to the District's graduation policies shall also be reported to the Department of Public Instruction. A student may be denied participation in graduation activities for disciplinary reasons and for non-payment of fees.

#### **Minimum Credit Requirement**

A Ripon High School diploma shall be granted upon successful completion of at least 24 credits in grades 9 through 12, including the state requirements: 4 credits of English, 3 credits of Social Studies, 3 credits of Mathematics, 3 credits of Science, 1.5 credits of Physical Education, 0.5 credits of Personal Financial Literacy, 0.5 of Health and the District requirements: ~~0.5 credit of Financial Literacy~~, 0.5 credit of Vocational Arts, and 9.5 credits of electives.

In order to earn a high school diploma, a student must successfully complete a civics assessment in accordance with State statute.

~~A student graduating prior to 2028 must also have participated in curriculum relating to financial literacy in order to earn a diploma.~~

The Board may approve a course or courses in career and technical education that it determines may satisfy up to a total of one credit of mathematics and/or science credit.

#### **Enrollment Requirement**

In accordance with State law, a Board may not grant a high school diploma to any student unless, during the high school grades, the student has been enrolled in a class or has participated in an activity approved by the Board during each class period of each school day, or the student has been enrolled in an alternative education program (defined in 115.28(7)(e)1),

Wis. Stats.) or is participating in a Board-approved program that allows a student enrolled in the high school grades who has demonstrated a high level of maturity and personal responsibility to leave the school premises for up to one (1) class period each day if the student does not have a class scheduled during that class period.

A high school diploma will be granted to students who have been enrolled for eight (8) semesters in courses established in Policy 2230 - Curriculum Course Guides, or course equivalents for transfer students. Students with unusual circumstances may have this requirement waived if the early graduation procedures established in the administrative guidelines are followed.

The Board may waive graduation requirements, except for the courses required by law, in exceptional cases to suit the needs of a student subject to Wis. Admin Code, §§PI 18.03 and PI 18.04.

### **Alternative Provisions for Earning a Ripon High School Diploma**

A post high school candidate is a student who is less than twenty-two (22) years of age at the time of their requested re-enrollment and whose class has previously graduated. Board approval is required for all students who are twenty-two (22) years of age or older.

Post high school candidates must meet the graduation requirements as established at the time of their re-enrollment and not the requirements that previously existed for the class of which the student was a member.

### **Post-Secondary Course Work**

Post-secondary course work to be applied toward a high school diploma must be taken through a(n):

#### A. correspondence/online school

Such courses must be evaluated and approved by the high school principal in order to apply toward the high school diploma.

#### B. accredited college/technical college.

Course work taken at a college/technical college will be approved and credits earned apply toward a high school diploma if:

1. The college/technical college course is not a duplicate of a high school course.
2. If the course is a logical next step course in subject sequence and is not offered in any form by the high school.
3. If the desired course is not offered by the high school but is determined, by the principal, to meet the educational goals and interests of the student.

The costs for the above described course work will be based upon and follow the policies established for Early College Credit or Start College Now.

### **Students With Disabilities**

Students with disabilities who properly complete the programs specified in their I.E.P. and have received the recommendation of the I.E.P. Committee may participate in graduation activities and may be awarded a diploma (provided the student satisfied the District's high school graduation requirements).

The IEP team and any other necessary members will review the student's academic progress and the alternative achievement standards for graduation criteria.

### **~~[ ] GED Option 2 Program (GEDO #2)~~**

~~An alternate path to a District diploma is the completion of the high school's GED Option 2 program. This program has strict enrollment requirements and allows a student who is at least seventeen (17) years of age to work towards successful completion of the GED testing program. Once the student completes all of the requirements, the student is awarded a District diploma and is eligible to participate in the subsequent graduation ceremony. Participation in this program is contingent upon DPI approval of the District's program and compliance with the requirements of Wis. Admin Code PI 5-~~

### **~~[END OF GEDO #2 OPTION]~~**

### **School Program Obligations**

All fee, fine, detention, and similar obligations arising from student participation in school programming must be fulfilled before the student can participate in the commencement ceremony.

Only those students who have met all District graduation requirements as set forth in this policy and are wearing the prescribed cap and gown and complying with administrative behavioral expectations shall be permitted to participate in the commencement ceremony.

### **Appeal Process**

Requests to deviate from any criteria in this policy or its associated administrative guidelines pertaining to graduation or the graduation ceremony, including but not limited to AG 5460 and AG 5421A, shall follow a three (3) -step appeals process. The decision of the Appeals Board is final.

- A. Step One: The student and/or parent will participate in a conference with the high school principal, and any other participants approved by the principal, to seek a resolution of the issue. The issue may be resolved at this step.
- B. Step Two: If the issue is not resolved through the conference, then the student and/or parent may submit a written request to the principal along with a rationale for the request to deviate from the stated criteria. The principal will respond within ten (10) school days from receipt of the written request. The issue may be resolved at this step.
- C. Step Three: If the issue is not resolved at Step Two, then the student and/or parent may submit a written appeal to the Superintendent within five (5) school days from receipt of the principal's written response. The appeal must state the requested course of action along with a rationale. Within thirty (30) school days from receipt of the written appeal, an Appeals Board will be brought together to confer with the student and/or parent. The Appeals Board will consist of the Board President or designee, a Board member appointed by the President, and the principal. The procedural rules of the Appeals Board conference will be determined by the Appeals Board. The Appeals Board will provide a written response within five (5) school days of the conference or final meeting of the Appeals Board on the matter.

It shall be the policy of the Board to annually review and revise this policy specifying the criteria for awarding a diploma as part of the program and accountability evaluation per Policy 2605 - Program Accountability and Evaluation.

Revised 5/18/09

Revised 5/17/10

Revised 6/20/11

Revised 1/21/13

Revised 3/8/13

Revised 5/19/14

Revised 8/25/15

Revised 2/17/20

Revised 12/14/20

T.C. 10/16/23

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Legal

Wis. Admin. Code PI 18 - PI 5

115.28, 118.30, 118.33, Wis. Stats.