

**Greater Albany SD 8J
Administrative Regulation**

Code: **IKF-AR(1)**
 Adopted: 1/13/92
 Revised/Readopted: 5/12/97; 3/12/01; 9/27/04;
 5/08/06; 8/13/07; 10/22/07;
 10/27/08; 2/08/10; 6/14/10;
 2/11/13; 11/18/13; 3/28/16;
 7/26/16; 1/08/18

Graduation Requirements

Option 1 – Standard Diploma

Students in grades nine through twelve must earn 24 credits to receive a standard diploma. Listed below are the specific course requirements for graduation with a standard diploma.

Subject Areas	Graduating After July 1, 2013 (Class of 2014)
English/Language Arts	4 (one unit written comprehension)
Mathematics	3 (credits for Algebra 1 & above only)
Science	3 (Scientific Inquiry Format & Lab Experiences) *◆
Social Sciences	3
Physical Education	1
Health	1
World Language, The Arts, Career & Technical Ed.	3
Electives	6
Total Credits	24

* Applied & Integrated Courses aligned to standards may meet credit requirements.

◆ Lab experiences may take place outside of the classroom, such as field-based investigations.

In addition to the standard diploma requirements above, students must:

1. Demonstrate required essential skills. Read and comprehend a variety of text, write clearly and accurately apply math;
2. Develop an Education Plan and build an Education Profile;
3. Demonstrate Extended Application through a collection of evidence;
4. Participate in career-related learning experiences;
5. Meet the performance standards for all required Essential Skills.¹

¹Pursuant to ORS 339.115 and 339.505, school districts and public charter schools shall provide any eligible student with instruction in and multiple assessment opportunities to demonstrate proficiency in the Essential Skills for the purpose of achieving the high school diploma or the modified diploma.

Option 2 – Honors Diploma

In addition to meeting all of the standard diploma requirements listed above, an honors diploma will be awarded to students who meet the following additional requirements:

1. English: at least one credit in an advanced placement or college-prep level course;
2. Mathematics: at least one credit at or above Algebra 2;
3. An advanced placement course or the fourth year of a world language;
4. World Language: at least two credits;
5. Satisfactory completion of a college application, as part of the Personal Education Plan; and
6. Cumulative Grade Point Average of at least 3.5, effective with the Class of 2012.

Option 3 – Modified Diploma

Students who meet the modified diploma criteria must complete a minimum of 24 credits and fulfill other requirements identified in Administrative Regulation IKF-AR(5) - Modified Diploma.

Requirements for students entering 9th grade on or after July 1, 2007	
Subjects	Credits
English/Language Arts	3
Mathematics	2
Science	2
Social Studies (which may include history, civics, geography and economics, including personal finance)	2
Health Education	1
Physical Education	1
Career Technical Education, The Arts or a World Language (units may be earned in any combination)	1
Electives	12
Total Credits:	24

Additional Modified Diploma Requirements for Students

1. Demonstrate essential skills, read and comprehend a variety of text, write clearly and accurately apply math;
2. Develop an Education Plan and build an Education Profile;
3. Demonstrate Extended Application through a collection of evidence;

4. Participate in career-related learning experiences;
5. Demonstrate the Career-Related Learning Standards;
6. Demonstrate the Essential Skills in a manner and at a level determined appropriate by the IEP team.²

Essential Skills

Students graduating with either a standard diploma, honors diploma or modified diploma must also demonstrate proficiency in the Essential Skills. Proficiency in the Essential Skills can be demonstrated the following ways.^{1,2}

Essential Skills	Assessment Options (Only one assessment is required per Essential Skill.)	Minimum Passing Score
Read and comprehend a variety of text	OAKS Reading Assessment	236
	SBAC Reading Claim Score	2515
	ACT	18
	Accuplacer - Reading Comp.	86
	PLAN	18
	Work Keys	5
	Compass	81
	ASSET	42
	SAT (Prior to March 2016)	440
	PSAT (Prior to October 2015)	44
Two Reading Work Samples (One must be informative. One may be literary. Students could have 1 informative and 1 literary work sample or 2 informative work samples.)	Score: 12 or higher, with no trait lower than 3 on each work sample. (Work samples are scored with the Official State Reading Work Sample Scoring Guide.)	

²For students on IEP or 504 Plans:

School districts and public charter schools may administer modified work samples or OAKS assessments consistent with the requirements of the student's IEP or 504 Plan. When modifying an OAKS assessment, the school district or public charter school must also ensure that the modifications are in compliance with section 4(d) of OAR 581-022-0610: Administration of State Tests. Modified OAKS assessments will remain invalid for purposes of school and district accountability.

For students who are not on an IEP or a 504 Plan:

School districts and public charter schools may only administer modifications to work samples that are consistent with the modifications the student has received during instruction. Students must have received those same modifications during instruction in the content area to be assessed and in the year in which the work sample is administered. These modifications must be approved in advance by the student's school team responsible for monitoring the student's progress. Students who are not on an IEP or a 504 Plan may not receive a modified OAKS assessment.

Modifications, as described in OAR 581-022-0610, are changes to the achievement level, construct, or measured outcome of an assessment. This means that IEP or school teams responsible for approving modifications for a student's assessment may adjust the administration of the assessment and / or the assessment's achievement standard.

For ELL Students:

Proficiency in Essential skills may be administered in a student's native language if a state approved and certified scorer is available.

The student must be on track to meet all other graduation requirements to take advantage of this accommodation.

Essential Skills	Assessment Options (Only one assessment is required per Essential Skill.)	Minimum Passing Score		
Write clearly and accurately	OAKS Writing Assessment	40 Composite Score: Average of 4 on each of the four required traits. Minimum of 3 on any required trait. Conventions score is doubled.		
	SBAC Writing Claim Score	2583		
	Two Writing Work Samples: o 1 Expository or Persuasive o 1 in any of the approved modes (expository, persuasive, narrative) o SAT (Prior to March 2016)	Work samples are locally scored with the Official state Writing Scoring Guide. Minimum score of 4 in all traits (Ideas/Content, Organization, Sentence Fluency, and Conventions)		
	SAT (Prior to March 2016)	460		
	ACT (Prior to September 2015)	19		
	ACT (After September 2016):			
		ACT English Score		Minimum Act Writing Score
	<i>if</i> the student received an ACT English Score of:	12	<i>then</i> the student must receive at least an ACT Writing Score of:	36
	<i>if</i> the student received an ACT English Score of:	13	<i>then</i> the student must receive at least an ACT Writing Score of:	36
	<i>if</i> the student received an ACT English Score of:	14	<i>then</i> the student must receive at least an ACT Writing Score of:	34
	<i>if</i> the student received an ACT English Score of:	15	<i>then</i> the student must receive at least an ACT Writing Score of:	32
	<i>if</i> the student received an ACT English Score of:	16	<i>then</i> the student must receive at least an ACT Writing Score of:	30
	<i>if</i> the student received an ACT English Score of:	17	<i>then</i> the student must receive at least an ACT Writing Score of:	30
	<i>if</i> the student received an ACT English Score of:	18	<i>then</i> the student must receive at least an ACT Writing Score of:	23
	<i>if</i> the student received an ACT English Score of:	19	<i>then</i> the student must receive at least an ACT Writing Score of:	19
	<i>if</i> the student received an ACT English Score of:	20	<i>then</i> the student must receive at least an ACT Writing Score of:	16
	<i>if</i> the student received an ACT English Score of:	21	<i>then</i> the student must receive at least an ACT Writing Score of:	16
<i>if</i> the student received an ACT English Score of:	22	<i>then</i> the student must receive at least an ACT Writing Score of:	12	
<i>if</i> the student received an ACT English Score of:	23	<i>then</i> the student must receive at least an ACT Writing Score of:	10	
<i>if</i> the student received an ACT English Score of:	24	<i>then</i> the student must receive at least an ACT Writing Score of:	7	
<i>if</i> the student received an ACT English Score of:	25	<i>then</i> the student must receive at least an ACT Writing Score of:	7	
<i>if</i> the student received an ACT English Score of:	26	<i>then</i> the student must receive at least an ACT Writing Score of:	1	

Essential Skills	Assessment Options (Only one assessment is required per Essential Skill.)	Minimum Passing Score
Apply mathematics in a variety of settings	OAKS Mathematics Assessment	236
	SBAC Composite Score	2543
	ACT	19
	PLAN	19
	Work Keys	5
	Compass	66 (Intermediate Alg. Test)
	ASSET	41 (Intermediate Alg. Test)
	SAT (Prior to March 2016)	450
	PSAT (Prior to October 2015)	45
	Two Mathematics Work Samples (one each for two of the following: o Geometry o Algebraic Relationships o Statistics/Probability)	Score: Minimum score of 4 in all Process Dimensions. (Work samples are locally scored with the Official State Mathematics Problem Solving Scoring Guide.)

Option 4 – Extended Diploma

A school district or public charter school shall award an extended diploma only to students who have demonstrated the inability to meet the full set of academic content standards for a standard or modified high school diploma with reasonable modifications and accommodations. To be eligible for an extended diploma a student must complete 12 credits after the beginning of grade nine, which may not include more than six credits earned in a self-contained special education classroom and shall include:

	<u>Credits</u>
1. Mathematics	2
2. English	2
3. Science	2
4. History, Geography, Economics or Civics	3
5. Health	1
6. Physical Education	1
7. The Arts or World Language	1

In addition, a student must:

Have a documented history of:

1. An inability to maintain grade level achievement due to insufficient learning and instructional barriers;

2. A medical condition that creates a barrier to achievement; or
3. A change in the student's ability to participate in grade level activities as a result of a serious illness or injury that occurred after grade eight.

Option 5 – Certificate of Completion

When a student has not been able to complete the requirements set forth in either Options 1, 2, 3 or 4, but has been regular in attendance, an academic team may evaluate the course work he/she has completed and determine that he/she is eligible to receive a certificate of completion.

The process of applying for and processing approval of requests regarding the awarding of diplomas are dealt with in the administrative regulations of the district.

Rules for earning high school mathematics credit during middle school:

Students who complete math classes at or above the level of geometry at the middle school may be eligible for high school credit if the following requirements are met:

1. The course is taught by a teacher with an Advanced Math credential;
2. The course follows a high school planned course statement, using the adopted instructional materials and required assessments;
3. The student earns an A or B letter grade each semester; and
4. A credit agreement is signed by the middle school principal, middle school math teacher and the student's parent or guardian.³

Exceptions to Graduation Requirements

The Board recognizes that individual students may require exceptions to the formal graduation plans.

1. Exceptions to the requirements of graduation may be made in hardship cases or other unusual circumstances, as allowed by state statute, and approved by the superintendent.
2. Seniors who come to district schools with insufficient units of credit to graduate will be given courses and academic counseling such that they may receive a diploma from their previous high school if such arrangements can be made.
3. Seniors who transfer from Albany high schools after the beginning of their senior year may be granted an Albany diploma, pending completion of Albany's graduation requirements in an accredited high school.

³As used in this document, the term parent includes legal guardian or person in a parental relationship. The status and duties of a legal guardian are defined in ORS 125.005 (4) and 125.300 - 125.325. The determination of whether an individual is acting in a parental relationship, for purposes of determining residency, depends on the evaluation of the factors listed in ORS 419B.373. The determination for other purposes depends on evaluation of those factors and a power of attorney executed pursuant to ORS 109.056. For special education students, parent also includes a surrogate parent, an adult student to whom rights have transferred and foster parent as defined in OAR 581-015-0005 (18).

4. Early graduation is the completion of credit requirements for graduation in fewer than 12 years. Early graduation should make it possible for students to take advantage of diverse learning opportunities outside of the school setting. Specific guidelines for early graduation are available from the school counselors and administrators.
5. Delayed graduation means that the student continues in school beyond the eighth semester or twelfth trimester in a planned program leading toward acquiring a diploma. This includes completing all credit requirements for graduation. Students must satisfy the requirements that are in effect at the time the diploma is to be conferred.

Assessment

Students may opt-out of the Smarter Balanced or alternate Oregon Extended Assessment by completing the Oregon Department of Education's Opt-out Form⁴ and submitting the form to the district.

⁴www.ode.state.or.us; or navigate to Teaching & Learning > Testing - Student Assessment > Smarter Balanced