

Diploma and Certificate Options

Policy IKF/IKFA - Graduation Requirements sets the requirements for high school graduation. In accordance with this policy, this Administrative Rule details the various diploma and certificate options and requirements available for students.

Standard Diploma

Credit Requirements:

Subject	Minimum Credits Required
English/Language Arts	4
Mathematics	3 - Algebra 1 & above*
Science	3 - Scientific Inquiry & Lab Experiences)**
Social Sciences	3
Physical Education	1
Health	1
Second Language, The Arts, Career & Technical Education	3
Electives	6
Total Credits	24

*Applied and integrated courses aligned to standards can meet credit requirements.

**Lab experiences can take place outside of the school in field-based experiences.

Personalized Learning Requirements:

These requirements personalize the diploma for each student and help prepare them for their post-high school goals.

1. **Education Plan and Profile:** Students develop an Education Plan and Profile to guide their learning and document academic achievement and progress toward their personal, career, and post-high school goals. The process should begin no later than grade 7 and continue through grade 12, with regular reviews and updates.
2. **Career Related Learning Experiences:** Students participate in experiences that connect classroom learning with real life experiences in the workplace, community and/or school relevant to their education plan.

3. **Extended Application:** Students apply and extend their knowledge in new and complex situations related to the student's personal and career interests and post-high school goals through critical thinking, problem solving, or inquiry in real world contexts.

Essential Skills Requirements:

Essential Skills (ESs) are 21st century skills needed for success in college, the workplace, and civic life. Oregon students are required to demonstrate proficiency in certain ESs as part of the requirement to earn a high school diploma. These requirements are based on the year in which students are first enrolled in grade 9. The State Board approved three assessment options for students to demonstrate Essential Skill proficiency: (1) state test, or (2) work samples using official state scoring guide, or (3) other approved standardized tests (e.g., SAT, PLAN, ACT, PSAT, Work Keys, Compass, ASSET).

Beginning with students first enrolled in grade 9 in 2010-2011, students must demonstrate proficiency in Reading, Writing, and Math.

In addition, students will be required to demonstrate proficiency in these Additional Essential Skills as they are phased in over subsequent years, as will be outlined in OAR 581-022-1130 and OAR 581-022-1134:

1. Listen actively and speak clearly and coherently;
2. Think critically and analytically;
3. Use technology to learn, live and work;
4. Demonstrate civic and community engagement;
5. Demonstrate global literacy;
6. Demonstrate personal management and teamwork skills.

Modified Diploma

Eligibility:

A modified diploma shall be awarded to students who have demonstrated the inability to meet the full set of academic content standards even with reasonable accommodations but who fulfill all requirements as described below. In order for a student to be eligible for a modified diploma, the student must:

1. Have a documented history of difficulty maintaining grade level achievement due to significant learning and instructional barriers inherent in the student; or
2. Have a documented history of a medical condition that creates a barrier to achievement.

Students currently engaged in the use of illegal drugs are not eligible for a modified diploma if the significant learning and instructional barriers are due to the use of illegal drugs. Students currently engaged in the illegal use of alcohol are not eligible for a modified diploma if the significant learning and instructional barriers are due to the alcohol abuse, regardless of whether that student is disabled under

Section 504 on the basis of alcoholism. However, a modified diploma may be awarded to a student who is no longer engaging in illegal use of drugs or alcohol if the student:

1. Has successfully completed a supervised drug or alcohol rehabilitation program and is no longer engaged in the illegal use of drugs or alcohol; or
2. Has been rehabilitated successfully and is no longer engaged in the illegal use of drugs or alcohol.

Notification and Process:

Beginning in grade 5, the District shall notify the parents or guardians of students taking alternative assessments of the availability of the modified diploma, extended diploma and alternative certificate. A student’s school team shall decide that a student should work toward a modified diploma no earlier than the end of grade 6, and no later than two years before the student’s anticipated exit from high school. Parents must be involved in the making the diploma option decision as a modified diploma is not available to a student without signed parent consent. A student’s school team may decide to revise a modified diploma decision. A student’s school team may decide that a student who was not previously working toward a modified diploma should work toward one when the student is less than two years from anticipated exit from high school, if the documented history has changed. Student teams must complete the Modified Diploma Determination form prior to approving the diploma option.

Credit Requirements:

To receive a modified diploma, students must earn 24 units of credit, between grade 9 and the end of their high school career with at least 12 of those credits to include:

Subject	Minimum Credits Required
English/Language Arts	3
Mathematics	2
Science	2
Social Sciences	2 - that may include history, civics, geography and economics
Physical Education	1
Health	1
Second Language, The Arts, Career & Technical Education	1*
Electives	12
Total Credits	24

*One credit shall be earned in any one or combination

These credits must be awarded to meet the needs of the individual student as specified in the education plan of the student with the expectations and standards aligned to the appropriate grade level academic content standards. Students may earn units of credit through regular education with or without

accommodations or modifications and through modified courses and have the option to earn credit through proficiency. The school shall inform the student and parent of the student if the courses in grades 9-12 have been modified for the student and the District shall provide transcripts which clearly identify modified courses that do not count toward the regular diploma but that do count toward a modified diploma. In addition to credit requirements, a student must complete:

Personalized Learning Requirements:

1. Education Plan and Profile Grades 7-12;
2. Career Related Learning Experiences;
3. Extended Application.

Essential Skills Requirements:

Students must demonstrate proficiency in the Essential Skills of reading, writing, and applied math with reasonable modifications and accommodations. Districts may make modifications to the assessment for students who seek a modified diploma under certain conditions.

Extended Diploma

Eligibility:

An extended diploma shall be awarded to students who have demonstrated the inability to meet the full set of academic content standards even with reasonable accommodations but who fulfill all requirements as described below. In order for a student to be eligible for an extended diploma, the student must:

1. Have a documented history of an inability to maintain grade level achievement due to significant learning and instructional barriers;
2. Have a medical condition that creates a barrier to achievement; or
3. Have a change in their ability to participate in grade level activities as a result of a serious illness or injury that occurred after grade eight.

Notification and Process:

Beginning in grade five, or after eligibility for an extended diploma is determined, the District shall notify the student's parents or guardians of the availability of the extended diploma, modified diploma and alternative certificate. A student's school team shall decide that a student should work toward an extended diploma no earlier than the end of grade 6, and no later than two years before the student's anticipated exit from high school. Parents must be involved in the making the diploma option decision as an extended diploma is not available to a student without signed parent consent. Student teams must complete the Extended Diploma Determination form prior to approving the diploma option. A student who qualifies for an extended diploma will not be denied the opportunity to pursue a diploma with more stringent requirements for the sole reason that the student has the documented history.

Credit Requirements:

To receive an extended diploma a student must earn 12 units of credit between grade 9 and the end of their high school career. Of the 12 credits, no more than six credits may be earned in a self-contained special education classroom.

The required credits include:

Subject	Minimum Credits Required
English/Language Arts	2
Mathematics	2
Science	2
Social Sciences	3 - that may include history, civics, geography and economics
Physical Education	1
Health	1
The Arts or Second Language	1
Total Credits	12

Alternative Certificate

A School district or public charter school shall award an alternative certificate to a student who does not satisfy the requirements for a high school diploma, a modified diploma or an extended diploma, and fulfills the following criteria:

Eligibility:

A student shall have the opportunity to meet the requirements of an alternative certificate by the later of:

1. Four years after starting grade nine; or
2. The student reaching the age of 21 years, if the student is entitled to a public education until the age of 21 years under state or federal law.
3. A student may complete the requirements for an alternative certificate in less than four years if the parent/guardian or adult student gives consent. The consent must be written and must clearly state that the parent/guardian or adult student is waiving the 4 years to complete the requirements for an alternative certificate. A copy of all consents must be sent to the district superintendent. The consent may not be used to allow a student to satisfy the requirements for an alternative certificate in less than three years.

Notification and Process:

Beginning grade five, annually provide information to the parents or guardians of a student taking an alternate assessment of the availability of an alternative certificate and the requirements for the certificate.

Requirements:

1. Student has an active Education Plan and Profile that has been reviewed and updated within the past 60 days.
2. Student has met minimum number of high school credits and been considered for a standard, modified or extended diploma and is not eligible for any of the three.
3. Student has completed the Work Keys Assessment in both reading and math.
4. Student has been in high school for not less than 4 years, unless there is a waiver submitted for gaining the AC within 3 years by student and parent.
5. Student has not been dropped for non-attendance or referred for truancy.
6. Student has been advised and counseled on all available Alternative Education Options.
7. Student needs to have a class schedule and a graduation plan that starts in 11th grade that culminates in the Alternative Certificate.
8. Student has completed the district application for the alternative certificate.

Each student receiving an alternative certificate shall have the option of participating in the high school graduation ceremony with the members of their class receiving a high school diploma.

Diploma Awarded to Veterans

The District will issue a high school diploma, upon request, to a person who served in the Armed Forces, did not graduate from high school because of military service, and meets all three of the following conditions:

1. Presents discharge papers (Form DD214) establishing details of service and discharge or release from service under honorable conditions.
2. Resides within the Eugene 4J School District or resides in Oregon and attended a high school in the Eugene 4J School District.
3. Served in the Armed Forces of the United States at any time during World War I, World War II, The Korean Conflict or the Vietnam War, or served and was physically present in Operation Urgent Fury (Grenada), Operation Just Cause (Panama), Operation Desert Shield/Desert Storm (The Persian Gulf War), Operation Restore Hope (Somalia), Operation Enduring Freedom (Iraq), or served in the Armed Forces in an area designated as a combat zone by the President of the United States.

Each veteran receiving a diploma shall have the option of participating in the high school graduation ceremony. A representative of a deceased person who meets the requirements for the award of a diploma may make a request on behalf of the deceased person if the deceased person resided within the boundaries of Eugene School District 4J at the time of death or was a resident of Oregon at the time of death and attended a high school in Eugene School District 4J.

Participation in District High School Commencement Exercises

Students earning a standard district diploma must successfully complete all district graduation requirements. Students who have not satisfied all graduation requirements by the District-identified last day for seniors shall not be eligible to participate in commencement exercises. Exceptions will be made for students enrolled in District programs with timelines that extend beyond the regular school calendar. All programs must be successfully completed by August 31. In those instances, when graduation requirements are contingent upon successful completion of such a program, it must be verified, in the week prior to commencement, that program staff have every expectation that the student will be successful.

Students in jeopardy of meeting all graduation requirements and being ineligible for participation in commencement exercises shall be formally notified of this concern no later April 15th. The student will be provided explicit information on what is lacking to satisfy graduation requirements.

Students earning a modified, or extended diploma or alternative certificate may participate in commencement exercises at the end of their senior year or according to their approved individual plan.

Early or Delayed Graduation

Most students will complete the requirements for a diploma in a four-year period. However, due to special circumstances, some students may want to satisfy these requirements in less than four years, and other students may take longer to earn a diploma. Eugene School District 4J will consider students desiring early graduation and those who require a longer period of time, not to exceed state limitations on age of high school attendance.

Students wishing to be considered for early or delayed graduation will consult with a school counselor or administrator to discuss options and develop an appropriate graduation plan that addresses the completion of graduation requirements and post-high school goals and plans. Students must meet all of the graduation requirements of their original cohort group.

An early graduation request form must be completed and signed by the student and parent and approved by the school counselor and administrator. Early graduation requests should be submitted at least two trimesters before the requested early graduation date. The completed request form and supportive documents will be sent to the Director of Secondary Education for review and approval.

A delayed graduation plan must be developed through the school counselor and approved by counselor and principal. The plan will not exceed state limitations on age of high school attendance. Graduation requirements must meet the original 9th grade cohort requirements. Students who do not complete graduation requirements in the same year as their original cohort may participate in the next commencement held by the school after all graduation requirements are met.