

# Klamath County School District

Code: **IKF-AR**  
Revised/Reviewed: 6/28/11; 5/17/12; 6/19/14;  
6/25/15; 1/14/16; 4/21/16;  
12/12/16; 3/09/17; 12/14/17  
Orig. Code(s): IKF-AR

## Graduation Requirements

### Diploma

A high school diploma will be awarded to students in grades 9 through 12 who complete a minimum of 24 credits which include at least:

1. Four credits of English (shall include the equivalent of one unit in written composition);
2. Three credits of mathematics (shall include one unit at the Algebra I level and two units that are at a level higher than Algebra I);
3. Three credits of science;
4. Three credits of social sciences (including history, civics, geography and economics (including personal finance));
5. One credit in health education;
6. One credit in physical education; and
7. Three credits in career and technical education, the arts or world language (units shall be earned in any one or a combination).

The district shall offer students credit options provided the method for obtaining such credit is described in the student's personal education plan and the credit is earned by meeting requirements described in Oregon Administrative Rule (OAR) 581-022-2025.

To receive a diploma, in addition to credit requirements as outlined in OAR 581-022-2000, a student must:

1. Demonstrate proficiency in the Essential Skills of Reading, Writing and Apply Mathematics;
2. Develop an education plan and build an education profile;
3. Demonstrate extended application through a collection of evidence; and
4. Participate in career-related learning experiences outlined in the education plan.

### Modified Diploma

A modified diploma will be awarded only to students who have demonstrated the inability to meet the full set of academic standards adopted by the State Board of Education for a high school diploma even with reasonable modifications and accommodations. A modified diploma may only be awarded to a student who meets the eligibility criteria listed below:

1. Has a documented history of an inability to maintain grade level achievement due to significant learning and instructional barriers; or
2. Has a documented history of a medical condition that creates a barrier to achievement.

Having met the above eligibility criteria, a modified diploma will be awarded to students who, while in grade nine through completion of high school, complete 24 credits which shall include:

1. Two credits in mathematics;
2. Two credits in science;
3. Two credits in social sciences (which may include history, civics, geography and economics (including personal finances));
4. One credit in health education;
5. One credit in physical education; and
6. One credit in career technology, the arts or a world language (units may be earned in any one or a combination).

In addition to credit requirements as outlined in OAR 581-022-2010, a student must:

1. Develop an education plan and build an education profile; and
2. Demonstrate extended application through a collection of evidence.

A student must also demonstrate proficiency in the Essential Skills with reasonable modifications and accommodations.

Districts may make modifications to the assessment for students who seek a modified diploma when the following conditions are met:

1. For a student on an individualized education program (IEP), any modifications to work samples must be consistent with the requirements established in the IEP. Modifications 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.
2. For a student not on an IEP, any modifications to work samples must have been provided to the student during his/her instruction in the content area to be assessed, and in the year in which the student is being assessed, and modifications must be approved by the school team that is responsible for monitoring the student's progress toward the modified diploma.

Students not on an IEP or a Section 504 Plan may not receive a modified Smarter Balanced assessment.

A student's school team shall decide that a student should work toward a modified diploma no earlier than the end of grade six and no later than two years before the student's anticipated exit from high school.

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 towards a modified diploma should work towards one when the student is less than two years from anticipated exit from high school if the documented history has changed.

### **Extended Diploma**

An extended diploma will be awarded only to students who have demonstrated the inability to meet the full set of academic content standards adopted by the State Board of Education for a diploma while receiving modifications and accommodations. To be eligible for an extended diploma, a student must:

1. While in grade nine through completion of high school, complete 12 credits, which may not include more than six credits in a self-contained special education classroom and will include:
  - a. Two credits of mathematics;
  - b. Two credits of English;
  - c. Two credits of science;
  - d. Three credits of history, geography, economics or civics;
  - e. One credit of health;
  - f. One credit of physical education;
  - g. One credit of the arts or a world language.
2. Have a documented history of:
  - a. An inability to maintain grade level achievement due to significant learning and instructional barriers;
  - b. A medical condition that creates a barrier to achievement; or
  - c. 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.

### **Workforce Diploma**

The intent of the workforce diploma is to provide students who are unable to maintain grade level performance a rigorous and meaningful diploma option aligned to workforce ready skills. The workforce diploma is a modified diploma as determined by ODE with additional requirements established by the Board.

Modified diploma protocols must be followed when selecting the workforce diploma option for a student.

Required Components:

1. Three credits of English-language arts;
2. Two credits of mathematics;
3. Two credits of science;
4. Two credits of social studies;

5. One credit of physical education;
6. One credit of health;
7. Five credits of Career and Technical Education as determined by the school;
8. One additional credit of English or math, may be applied English or math as determined by the school;
9. Six and one-half credits of elective;
10. One-half credit in career education;
11. Pass required essential skills as determined by the Modified Diploma Team;
12. Students earning a workforce diploma must take the ACT WorkKeys Assessment which is part of the National Career Readiness Certification Program.

### **Alternative Certificates**

Alternative certificates will be awarded to students who do not satisfy the requirements for a diploma, a modified diploma or an extended diploma if the students meet minimum credit requirements established by the district. Alternative certificates will be awarded based on individual student needs and achievement.

### **Assessment**

Students may opt-out of the Smarter Balanced or alternate Oregon Extended Assessment by completing the Oregon Department of Education's Opt-out Form<sup>1</sup> and submitting the form to the district.

### **Credit for Students Transferring From Accredited and Nonaccredited High Schools**

Upon entering or re-entering a public school from a private alternative school, the school principal will determine the amount of credit to be accepted for work done in the private, religious or alternative schools.

Credits earned in a private alternative school by a student who has never been enrolled, or who does not return to the public school after enrollment in a private alternative school, need not be entered on the student's transcript. Likewise, no diploma or certificate of attendance should be awarded for the work done in the private alternative school unless the student has in fact transferred to the public school.

Students transferring to Klamath County School District high schools from accredited or appropriately registered and approved private, religious or alternative high schools may, at the district's discretion, receive credits for classes (except religious classes) for which they have earned credit at their previous high school. In addition, these students may take challenge exams to earn additional credits needed to graduate according to their class status at the time of transfer.

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<sup>1</sup>[www.ode.state.or.us](http://www.ode.state.or.us): or navigate to Teaching & Learning > Testing - Student Assessment > Smarter Balanced

Credits of transfer students from an appropriate public or private alternative program of instruction and/or counseling that is registered with and approved by the Oregon Department of Education, or accredited by the Northwest Association of Schools and Colleges, or the accreditation association in the state where they last attended school will be accepted.

The district will not accept credits of transfer students from schools that are nonstandard or are not registered with and approved by the Oregon Department of Education or approved in a similar manner by the state where they last attended school.

Home study programs through a nonaccredited source will fall under nonaccredited transfer credit guidelines.

Challenge exams at each high school may be available in some courses for transfer students from nonaccredited schools seeking credits to enhance class standing at the time of transfer.

### **Credit Options**

Students may earn high school optional credits for the following experiences:

1. College or high school level courses;
2. Work experience;
3. Independent study; and
4. Credit by exam.

Students who wish to earn optional credits must apply to the high school principal prior to enrollment in the course. A maximum of eight units of high school optional credits will be counted toward graduation.

### **Credit by Examination**

The district will offer credit and/or competencies earned by examination. Those courses for which credit by examination may be earned will be determined by the superintendent or his designee. Examinations for these courses will be provided by the district curriculum department and will be given the second week of each semester.

Credit by examination is to be considered a process for ascertaining student competency and awarding credit for a particular course offered at the high school without the student having to enroll or participate in the course.

All students must file an application with the school counseling/guidance department at least three days prior to the date of examination. The application must include approval indicated by a signature of a parent or guardian. All applications must receive the approval of the building principal and the district curriculum director. Students may attempt the examinations only twice and these attempts may not occur within the same semester. Students may not attempt credit by examination for a course in which they are enrolled. A student may not attempt credit by examination for a sequential course below the level at which the student has or is enrolled or below the general level of expectation for students. A credit earned (CE) will be given only if the examination is passed. No student may earn more than four credits through credit by examination that will count toward graduation.

The district curriculum director and the building principal shall administer this program. They will work with building department chairpersons and individual teachers to assist with:

1. Developing examinations either written or based on observable indicators of competence which shall clearly demonstrate learner outcomes of the course being challenged;
2. Determining standards of performance or examinations which will be accepted as evidence of satisfactory completion of course requirements;
3. Determining when an appropriate examination has been devised to measure course completion equivalency and when the test shall be used;
4. Establishing examination dates and locations;
5. Publishing credit by examination procedures and courses for which credit by examination may be attempted;
6. Reviewing student requests for credit by examination where guidelines are not sufficient;
7. Scoring examinations.

When a student successfully passes an examination for a course by the process of credit by examination, he/she shall be given credit for the course. The enrollment requirement of the course, if any, shall be waived. Credit (CE), but no grade for the course will be noted on his/her transcript and the course will count toward graduation requirements, both in units and in required course enrollment.

### **Off-Campus Study Credits**

The district will offer credit in the following off-campus experiences:

1. College or high school level courses;
2. Work experience; and
3. Independent study.

Students wishing to apply for off-campus experience credit shall file an application prior to enrolling in any program or class in the school counseling/guidance department with the approval of the principal. This application shall include student goals, the name of the class or nature of the program under consideration, principal and district curriculum director approval and parent approval.

**Application for Credit by Exam  
Completed by Student**

Student Name \_\_\_\_\_

Date

Current Grade      12     11     10     9

Credit by exam class I am requesting: \_\_\_\_\_

Why you are qualified to challenge the course: \_\_\_\_\_

Purpose for the challenge (How does it fit your goals): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Completed by Counselor**

Assessment data:	OAKS Reading		OAKS Math		ORF	
	Writing		ACT		SAT	

Current Schedule

Proposed Schedule

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_

Currently 'on track' to graduate (four successive years in high school)?  YES     NO

Comments of counselor: \_\_\_\_\_

As the counselor, I support this request:  YES     NO

Counselor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Completed by Building Administrator**

Approve Request     Decline Request

Comments: \_\_\_\_\_

Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Completed by Curriculum Director**

Approve Request     Decline Request

Comments: \_\_\_\_\_

Teacher proctoring the exam: \_\_\_\_\_ Location: \_\_\_\_\_

Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Confirmation of Credit by Examination

Date: \_\_\_\_\_

Student name: \_\_\_\_\_ Graduation year: \_\_\_\_\_

Course title: \_\_\_\_\_

Date of examination: \_\_\_\_\_

The examination consisted of: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Which were successfully/unsuccessfully completed by the student according to department regulations.

\_\_\_\_\_  
Signature of Teacher

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approval of Curriculum Director

\_\_\_\_\_  
Date

This credit has been entered on the student's transcript.

\_\_\_\_\_  
Records Clerk

\_\_\_\_\_  
Date

Completed forms to be filed in cumulative folder.



## Application for Off-Campus Experience Report

Date: \_\_\_\_\_

Name of student: \_\_\_\_\_

Age (Sept. 1): \_\_\_\_\_

Year in school: \_\_\_\_\_  
(Sophomore/Junior/Senior)

Graduation year: \_\_\_\_\_

Applying for:     College or high school level courses  
                       Work experience  
                       Independent study

Student goals (a paragraph stating career goals and/or reasons for this request): \_\_\_\_\_

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Class name or description in detail of special project (use back side of application if needed): \_\_\_\_\_

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Approval has been granted by:

\_\_\_\_\_  
Parent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Counseling/Guidance Department

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date