

GRADUATION REQUIREMENTS AND REGULATIONS

I. Early College Admission Guidelines

The following criteria have been established to allow outstanding students to enter college during their senior year. In order to be classified as a full time college student, a student must be enrolled for a minimum of 12 credit hours.

- A. Parents must submit a written request (Form B) requesting permission for students to enter college during the senior year. The request should be submitted following a conference with the school principal.
- B. Student should have achieved a 3.5 overall average for the courses completed. Exceptions may be made based upon recommendation by the principal and/or director of secondary education.
- C. Student must have accumulated at least 24 credits by the end of the third high school year. (Grades 9, 10 and 11)
- D. Student must have letter of acceptance from the appropriate college.
- E. All of the preceding information must be forwarded to the Director of Secondary Education for review and approval.
- F. Once approval has been granted, these conditions shall be in effect:
 - (1) Satisfactory credit accumulated during the first year of college shall be applied toward credits to receive a high school diploma.
 - (2) The diploma will be awarded to the student at the time members of the class would graduate.
- G. Generally, any request for Early College Admission must be submitted to the Central Office at least one month before the end of the student's third high school year.

II. High School Credit For College Work

Generally, there are two reasons for accepting college credit: (1) the student is enrolled in the high school and would profit by taking a course at the college/university which is not available at the high school or (2) the student is enrolled as a full time college student and needs to transfer credits back to the high school to complete graduation requirements. A maximum of two units of credit may be used to meet the 26 required units. (Three semester hours of college credit may be counted as 1 / 2 units of credit).

III. Attendance Requirements

In order to attain full benefits from the program of instruction, it is essential that all students be scheduled for the full instructional day. Any exception to this practice must be approved in accordance with the provisions of Policy D.2.6, Exceptions To Attendance Requirements.

IV. Early Graduation Request

Generally, any consideration for Early Graduation must be submitted at the completion of the 4th marking period of the third year of high school. Further, students applying for Early Graduation must meet the requirements of his/her regular transitioned graduating class. The student transcript will reflect attendance for five of the seven semesters necessary for placement in the senior class and all grades earned for the purpose of grade point average and ranking. (A statement will be placed in the comment section on the transcript indicating (1) Early Graduation - GPA/Rank based on five semesters.(2) In regards to the positions of Valedictorian, Salutatorian, and Honorarian, a student approved for Early Graduation may only tie for these positions with a student who has been in attendance for seven semesters. All other students will be averaged and ranked numerically. The student must complete the minimum of 26 credits required by the West Virginia State Board of Education and the Raleigh County Board of Education. A request for early graduation must be approved by the superintendent's designee.

V. Ranking of Students and Grading System

In considering the ranking of student, all subjects shall be treated equally according to the units of credit received. The only exception is the weighting of credit for Advanced Placement Program Courses. The following grading system and the accompanying percentages are to be used:

A	100 - 93%	=	4 points	D	74-65%	=	1 point
B	92 - 85%	=	3 points	F	64- 0%	=	0 points
C	84- 75%	=	2 points	Incomplete		=	0 points

The interpretation of the grading system is as follows:

- A. Excellent or Exceptional Progress by the Student
- B. Good Progress with Above Average Achievement by the Student
- C. Average Progress on Fair Accomplishment by the Student
- D. Satisfactory or Minimum Progress with Passing and Credit
- F. Unsatisfactory Progress or Failure with No Credit ~~Required~~
- I. Study has not been Completed

A. Weighted Grading For Advanced Placement Courses

1. Raleigh County will issue weighted grades for advanced placement courses for which high school credit is to be awarded. Table A sets forth the grading scale that must be used for Advanced Placement courses. Raleigh County Schools will continue to have discretionary authority to issue weighted grades for other advanced high school courses.

TABLE A

Weighted Course Grading Scale

<u>Average</u>	<u>Grade</u>	<u>Quality Points</u>
<u>93 - 100</u>	<u>A</u>	<u>5.0</u>
<u>85 - 92</u>	<u>B</u>	<u>4.0</u>
<u>75 - 84</u>	<u>C</u>	<u>3.0</u>
<u>65 - 74</u>	<u>D</u>	<u>2.0</u>
<u>0 - 64</u>	<u>F</u>	<u>0</u>

- B. Computation of Grades - At the end of each six weeks period, a grade card will be given to each student indicating the percent score/letter grade the student has earned that six weeks. At the end of the term, the grade shall be computed from (2/7) and the exam will count as one-seventh (1/7) of the final grade. The numerical grade with its letter grade equivalent will appear on the student's transcript as the final grade for the semester, but semester/term letter grades will determine quality points and will also be used for computation for athletic eligibility. The numerical grade /quality point will be used for ranking and grade point average.
- C. Reporting of Grades - Through action by the Raleigh County Board of Education, the reporting of grades shall be on a six-week basis in all secondary schools, including the middle schools. It will not be mandatory that a Deficiency Report be sent to parents at the mid six-weeks. A mid six-weeks report may be sent at the teacher's discretion.

Whenever a student repeats a course that has been failed, or has earned a low grade and has been permitted to repeat that course, the higher grade will be used when computing GPA and Rank in Class and be transcribed electronically on WVEIS.

VI. Secondary School Promotion Policy

- To be promoted, a student in grades 6, 7, 8 must pass 5 of 8 core classes. (English, Math, Social Studies, Science) The student must also pass 57% of all classes taken. As a general rule and practice, students should not be retained more than once in the 6th grade, once in the 7th grade and once in the 8th grade.
- A student who will reach the age of 16 during their middle school years, will be given an individual review at the end of the school year to determine appropriate placement for the next school term. Each student would be considered for placement at the high school or in the Alternative Program after an individual conference with the principal, counselor, parent, and student at the middle school, with the principal making the final decision. The conference form will be forwarded to the high school by the end of the fifth six weeks grading period. All records, including the Two Year Plan, must be completed before the student can be transitioned to the high school.
- A student in the ninth grade, in order to be considered for promotion to the tenth grade, must pass a minimum of five units of credit of 9th grade work.

4. Students in high school shall be classified according to the units or credits they have accumulated. Grade-level or home room status will be determined by the following sequence of progress toward graduation:

Sophomore . . . 5 Credits

Junior . . . 11 Credits

Senior All seniors must be enrolled in or have successfully completed English 12 and be within 8 credits of graduation. Every senior must be scheduled for a full instructional day unless approved under Policy D.2.6, "Exceptions to Attendance Requirements".

5. Dropouts who wish to return to the Raleigh County School system will be encouraged to enroll at the Alternative Education Center. The home school principal may make a referral to the Alternative Education Center through the Student Assistance Team (SAT) process.

VII. Participation in Graduation Exercises

A student who has been in attendance for four years (9, 10, 11, 12), including foreign exchange students, will be allowed to march with the graduating class if they are within one credit of the required state and county academic requirements. However, they will not receive a diploma ~~D~~ until completion of the academic requirements.

VIII. Selection of Valedictorian, Salutatorian, and Honorarian

1. Selection of the Valedictorian, Salutatorian and Honorarian all be at the end of the first semester/term of the senior year and shall be computed on the basis of all subjects taken for credit in grades 9, 10, 11 and the first semester of grade 12, and any taken prior to grade nine for which they earned graduation credit.
2. The average shall be computed on the basis of the numerical grades received by the students as recorded on the permanent record for graduating classes of 2009, 2010 and 2011. Beginning with the graduating class of 2012 the average shall be computed on the basis of quality points received by the students as recorded on the permanent record.
3. Eligibility for Valedictorian, Salutatorian, and Honorarian requires that a student be enrolled and in attendance in a regular Raleigh County school program of study for a least 5 of the 7 semesters/terms used in computing the numerical grade average /quality point average. In regard to the positions of Valedictorian, Salutatorian, and Honorarian, a student approved for Early Graduation may only tie for these positions with a student who has been in attendance for seven semesters. All other students will be averaged and ranked numerically.
4. Regular program of study is herein defined as the successful completion of all required and elective courses leading to the minimum of 26 credits necessary for awarding a standard diploma.

- 5. Should two or more students have the same numerical grade /quality point averages for the honor positions, they shall be designated as co-valedictions, co-salutatorian, and/or co-honorarians.

APPROVED: April 14, 2009

Attachment 1 chart RC

English Language Arts – Four Credits Required

- _____ English 9/Honors English 9
- _____ English 10/Honors English 10
- _____ English 11/AP English 11
- _____ English 12/AP English 12

Mathematics – Four Credits Required

Professional or Skilled Pathway

- _____ Algebra I _____ Algebra Support
- _____ Geometry
- _____ Algebra II
- _____ Trigonometry
- _____ Pre-Calculus

Skilled Pathway

- _____ Algebra I _____ Algebra Support
- _____ Geometry _____ Applied Geometry
- _____ Conceptual Mathematics
- _____ College Transitions

Additional courses may be available. Three courses are required in grades 9 – 12

Science – Three Credits Required

- _____ Physical Science
- _____ Biology or Conceptual Biology
- _____ Chemistry or Conceptual Chemistry (2008 & 2009 only – or Life Science or Earth Science)

Social Studies – Four Credits Required

- _____ World Studies to 1900
- _____ United States to 1900
- _____ Twentieth/Twenty First Century Studies

_____ Civics for the 21st Century

Physical Education and Health – One Credit Each Required

_____ Health

_____ Physical Education

The Arts – One Credit Required

_____ One Course

Electives – Two Credits Required

_____ Elective

_____ Elective

Career Concentration Courses – Four Credits Required

Professional Pathway

_____ Fourth Science above Physical

_____ Foreign Language 1

_____ Foreign Language 2 (same)

_____ Concentration Elective

Skilled Pathway

_____ Career Related Credit

_____ Career Related Credit

_____ Career Related Credit

_____ Career Related Credit

Career Development -Opportunity for Career Decision Making in Grades 9 – 10

Experiential Learning – Experience required in grades 9 – 12

Technology – Mastery of Policy 2520.14, one technology application course recommended;
one online learning experience recommended

Senior Year – shall be fully enrolled in a full day of high school or college credit courses, senior project recommended.