

WEST VIRGINIA
SECRETARY OF STATE
KEN HECHLER
ADMINISTRATIVE LAW DIVISION

Form #2

FILED
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OFFICE OF THE SECRETARY OF STATE

NOTICE OF A COMMENT PERIOD ON A PROPOSED RULE

AGENCY: West Virginia Board of Education TITLE NUMBER: 126

RULE TYPE: ~~Executive~~ Legislative; CITE AUTHORITY WV Code 18-2-5, 18-2-7

AMENDMENT TO AN EXISTING RULE: YES X NO

IF YES, SERIES NUMBER OF RULE BEING AMENDED: 30 (Policy 2444.01)

TITLE OF RULE BEING AMENDED: Graduation Requirements for West Virginia
Public Schools: Adolescent Education (Grades 9-12)

IF NO, SERIES NUMBER OF NEW RULE BEING PROPOSED:

TITLE OF RULE BEING PROPOSED:

IN LIEU OF A PUBLIC HEARING, A COMMENT PERIOD HAS BEEN ESTABLISHED DURING WHICH ANY INTERESTED PERSON MAY SEND COMMENTS CONCERNING THESE PROPOSED RULES. THIS COMMENT PERIOD WILL END ON January 16, 1991 AT 9:00 a.m.

ONLY WRITTEN COMMENTS WILL BE ACCEPTED AND ARE TO BE MAILED TO THE FOLLOWING ADDRESS.

Ms. Karen Larry
Acting Assistant Director
West Virginia Dept. of Education
Unit of School Improvement
Room B-330, Bldg. #6, Capitol Complex
Charleston, WV 25305

THE ISSUES TO BE HEARD SHALL BE LIMITED TO THIS PROPOSED RULE.

Barbara L. Estep
October 23, 1990

ATTACH A **BRIEF** SUMMARY OF YOUR PROPOSAL

FISCAL NOTE WORKSHEET

HD NO _____ DRAFT NO _____ BILL NO _____ RESOLUTION NO _____

SUBJECT Graduation Requirements FUND _____

SOURCE OF REVENUE: GENERAL SPECIAL OTHER (SPECIFY) _____

COST ESTIMATE BASED ON: AN ORIGINAL ESTIMATE BUDGET BILL OTHER (SPECIFY) _____

INCOME ESTIMATE BASED ON: AN ORIGINAL ESTIMATE BUDGET BILL OTHER (SPECIFY) _____

SHOW OVER-ALL EFFECT IN ITEMS 1 AND 2 AND ITEM 3 GIVE EXPLANATION OF BREAKDOWN BY FISCAL YEAR INCLUDING LONG-RANGE EFFECT

EFFECT OF PROPOSAL	ANNUAL		FISCAL YEAR		
	INCREASE	DECREASE	CURRENT	NEXT	THEREAFTER
1. ESTIMATED TOTAL COST	\$ -0-	\$ -0-	\$ -0-	\$ -0-	\$ -0-
PERSONAL SERVICES	\$	\$	\$	\$	\$
CURRENT EXPENSE					
REPAIRS AND ALTERATIONS					
EQUIPMENT					
OTHER					
2. ESTIMATED TOTAL REVENUES	\$ -0-	\$ -0-	\$ -0-	\$ -0-	\$ -0-

3. EXPLANATION OF ABOVE ESTIMATES (INCLUDING LONG-RANGE EFFECT):

The proposed revisions to this policy include increasing the required math credits from two to three. No costs will be necessary to implement the revised policy if schools can provide the additional required math credit with existing faculty.

IMPACTS
FISCAL:

STATE STAFF: Office of General Education; Unit of School Improvement

DATE

AGENCY

AUTHORIZED REPRESENTATIVE

Legislative
~~PROCEDURAL~~ RULE
WEST VIRGINIA BOARD OF EDUCATION
CHAPTER 18-2
SERIES 30
Policy 2444.01

Title: Graduation Requirements for West Virginia Public Schools:
Adolescent Education (Grades 9-12)

Section 1. General

1.1 Scope - This policy prescribes the state requirements for graduation from high school. These requirements are based upon the number of units of credit attained in grades 9 through 12 for satisfactory completion of educational objectives and/or curriculum requirements and also upon attendance. County boards of education shall have the authority to increase these graduation requirements beyond the state requirements.

1.2 Authority - WV code 18-2-5, 18-2-7

1.3 Filing Date

1.4 Effective Date -

Section 2. Program Definition

A. Rationale

This document, Graduation Requirements for West Virginia Public Schools: Adolescent Education (Grades 9-12), prescribes the state requirements for graduation from high school. These requirements are based upon the number of units of credit attained in grades 9 through 12 for satisfactory completion of educational objectives and/or curriculum requirements and also upon attendance. County boards of education shall have the authority to increase these graduation requirements beyond the state requirements.

B. Definitions

I. Standard Graduation Requirements - the number of required and elective units of credit which must be earned by a student in grades 9-12 in order to be graduated from high school with a standard diploma. A student must also attend at least four years in grades 9-12 unless an attendance exception is granted.

2. Modified Graduation Requirements - the alternative educational objectives specified in the individualized educational program which must be completed by a severely handicapped student in order to be graduated from high school with a modified diploma. A student must also attend at least four years in grades 9-12 unless an attendance exception is granted.

3. Unit of Credit - that which is awarded for the completion of educational objectives and/or curriculum requirements from a required or elective area of study for which a minimum of 8100 minutes of instructional time has been allotted or a state approved county equivalent has been met.

4. Standard Diplomas - diplomas awarded to students, including exceptional students, who satisfactorily complete all state and county standard graduation requirements.

5. Modified Diplomas - diplomas awarded to severely handicapped students who satisfactorily complete modified graduation requirements.

6. Educational Objectives - measurable descriptions of the knowledge, skills, and/or attitudes a teacher expects learners to acquire as a result of instruction within a program of study or related area of study. For example, in the adolescent education program of study science, area of study biology, the learner will describe the cell theory, structure, and function.

7. Alternative Educational Objectives - educational objectives appropriate to meet the needs of a student determined unable to successfully achieve the educational objectives necessary to meet standard graduation requirements. The determination of ability to achieve standard educational objectives is made by the Individual Education Program Committee. These alternative educational objectives do not have to be from the required elective areas of study for standard graduation requirements, but they are educational objectives which are reasonable and attainable for severely handicapped students.

8. Certificates of Achievement - certificates awarded in addition to a standard diploma to recognize students whose adolescent planned educational program meets specific requirements which exceed the state requirements.

9. Applied Arts - home economics, industrial arts/technology, pre-vocational education, and vocational education.

10. Fine or Performing Arts - art, music, drama, and dance.

11. Foreign Languages - a language other than English.

12. - Applied Mathematics - business math, consumer math, vocational math, and computer math.

C. Program of Study

1. Requirements for Graduation

a. Standard Graduation Requirements

Standard graduation requirements are the number of required and elective units of credit which must be earned by a student in grades 9-12 in order to be graduated from high school. A standard diploma is the document that is awarded to a student to verify completion of these graduation requirements.

(1) Total Units

The total number of units of credit needed for graduation is 21. The specific units of credit for graduation are outlined below as required and elective units.

(2) Required Units

Fifteen required units are the offerings which constitute a common body of general learnings necessary for preparing a student to function in society. The required units which must be completed by all students during grades 9 through 12 are:

English-Language Arts ⁴	4 units
Social Studies ⁵	3 units
Mathematics ⁶	3 units
Science ⁷	2 units
Physical Education	1 unit
Health	1 unit
Applied Arts, Fine or Performing	1 unit
Arts, Foreign Language, or Computer Education	_____
Total	15 units

⁴A maximum of 1/2 unit of credit in speech may be included in the four required units of English-language arts. Journalism, speech (excluding the 1/2 unit allowed), drama, theater, and other related courses are electives and shall not be used as any of the four required units of English-language arts.

⁵The required units are American History (1 unit in grade 9), World Cultures (1 unit in grade 10 or 11), Economics (1/2 unit in grade 11 or 12), and Contemporary America (1/2 unit in grade 11 or 12).

⁶At least one of the required three units in mathematics shall be from the areas of pre-algebra (when offered within grades 9-12), algebra, geometry, pre-calculus, or trigonometry. general-mathematics, or-applied-math.

⁷One unit must be biology. Three units of agriculture science may be used in place of one unit of science, other than biology.

(3) Elective Units

Elective units are the additional offerings which are needed to complete the 21 units and which meet a student's specific needs, interests, and abilities. State Board Policy 2510, Regulations for General, Vocational, and Special Educational Programs, gives a listing of electives which must be available to students in all schools of West Virginia. Elective offerings needed to meet state graduation requirements should be chosen from those listed, in that policy.

b. Modified Graduation Requirements

Modified graduation requirements are designed for severely handicapped students who have been determined by an Individual Education Program Committee to be unable to meet state and county standard graduation requirements. Students will need at least four years to complete these requirements, as specified in their individualized education programs.

2. Authorized Diplomas

County boards of education are authorized to award standard diplomas and modified diplomas.

3. Planned Educational Programs

A planned educational program is defined as an educational program that includes the state requirements for graduation as set forth in this document. The program places emphasis on preparation for college, advanced vocational programs, and/or employment.

Students shall be encouraged to plan and follow a flexible, planned educational program and to accumulate units beyond the 21 required for graduation. The student's planned program shall be subject to periodic revision and designed to enhance the opportunity for success in chosen endeavors after graduation from high school.

4. Certificates of Achievement

The state board of education shall award certificates of achievement to those students whose educational programs in grades 9-12 merit special recognition. This section shall be effective beginning with the 1986-87 school year.

Counties are encouraged to develop specific criteria for awarding additional certificates of achievement to those students whose educational programs in grades 9-12 exceed the state graduation requirements. Certificates may include but are not limited to the following areas:

- (1) College preparatory programs,
- (2) Completion of vocational programs, and
- (3) Advanced study in particular curricular areas.

5. Authorization for County Boards of Education to Increase Requirements.

The graduation requirements include 15 specific units and 21 total units. County boards of education have the authority to increase these requirements for schools in their counties. The approval of the county board is needed to increase graduation requirements for individual schools.

The county superintendent shall notify the West Virginia Department of Education of any changes in requirements beyond the state requirements of 15 specific units and 21 total units.

D. Extracurricular Activities

Units of credit are not awarded for participation in extracurricular activities.

Section 2. Program Delivery

A. Administrative Practices

1. Unit of Credit

A unit of credit is that which is awarded for the attainment of educational objectives from a required or elective area of study for which a minimum of 8100 minutes of instructional time has been allotted or a state approved equivalent has been met. Partial credit may also be awarded, e.g., ½ unit for attainment of learning outcomes from a required or elective area of study for which a minimum of 4050 minutes of instructional time has been allotted or.

2. Alternatives to the Unit of Credit

Based upon school and individual student needs, county boards of education, with the approval of the West Virginia Board or Department of Education as indicated, shall develop policies which allow alternative delivery systems for the unit of credit. Areas in which policies may be developed are as follows:

a. Accepting Credits Earned Before Grade 9

Any student who successfully completes a high school level course prior to grade 9 shall be granted credit toward graduation provided that he/she must complete the 21 additional units in grades 9-12 including higher level courses in the areas taken prior to grade 9 if appropriate to the ability level of the student as determined by his/her individual four year plan.

b. Testing Out

County boards of education may adopt tests based on but not limited to educational objectives which will allow a student to test out of specific required units or prerequisite electives. Any tests adopted must have approval of the West Virginia Department of Education. A student who tests out of an area of study will receive credit for that course and is expected to complete 21 additional units in grades 9-12. The student's permanent record shall indicate completion of the area of study through testing. County boards of education may develop policies and procedures by which students can test out of required units or prerequisite electives.

c. Correspondence Schools

County boards of education may must adopt policies which allow students to earn credit from a correspondence school for areas of study which are identified in the adolescent education program of study in policy 2510 and which are not available at the local school. The correspondence school must be authorized to operate in West Virginia.

d. Colleges

County boards of education may adopt policies which allow students to earn credits for completion of college work. Three semester hours of college credit may be counted a $\frac{1}{2}$ unit of credit. 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. These units of credit may be used to meet the 21 required units.

e. Night School

County boards of education may adopt policies which allow students to earn credit from night school for areas of study which are identified in the adolescent education program of study in policy 2510. Programs at night school would have to meet requirements for a unit of credit and be taught by a certified teacher. Because of West Virginia Code § 18-5-19, students under the age of 16 may not attend night school.

f. Experimental Programs

Experimental programs shall be approved by the West Virginia Board of Education. Each program shall be evaluated annually and a report filed with the West Virginia Department of Education.

g. Summer School

All summer school programs shall be submitted to the West Virginia Board of Education for approval before being offered. Schools may include credits earned from approved summer schools provided the instructional program, including length of time allocated for completion of a unit of credit or fraction thereof, is equivalent to that required of the regular school term.

3. Handicapped Students

An individualized education program shall specify how graduation credit is to be earned by an eligible handicapped student. Primary consideration must be given to the completion of educational objectives prescribed for all students.

An Individual Education Program Committee determines that the approved educational objectives in the required and elective areas of study are reasonable for a particular student. Changes may be made to the delivery of educational objectives through learning objectives, teaching strategies, media/resources, and evaluation techniques if such changes are deemed necessary by the Individual Education Program Committee and are specified in the IEP. A student who masters the individualized education program educational objectives shall be awarded a standard diploma.

If the Individual Education Program Committee determines that a student cannot successfully achieve the educational objectives necessary to earn a standard diploma, the individualized education program shall specify the alternative educational objectives which are appropriate to meet the needs of the student. A student who completes the alternative educational objectives as specified in his/her individualized education program shall be awarded a modified diploma stating that the student has met the goals and objectives of an individualized education program.

4. Attendance

Attendance for all four years during grades 9-12 is important to attain full benefit from the educational programs offered in the schools of West Virginia. Therefore, all students shall be scheduled for the full instructional day for all four years. Exceptions may be made by county boards of education to accommodate placement into college courses, advanced vocational programs, or for other compelling circumstances.

County boards of education shall develop policies to define the circumstances under which students may attend school fewer than four years and/or may be scheduled for less than full instructional day.

This section shall be effective for all students beginning with the 1986-87 school year.

5. Evaluating Credits for Transfer Students.

(a) From Other States

Students who transfer into West Virginia from schools approved by other state systems may not always have completed the required units needed for graduation in West Virginia. In most instances, there will be credit for an area of study which is quite similar to one of the required units, and credit can be awarded for the work completed. If the student who transfers in can be scheduled into any additional subjects needed to complete the West Virginia requirements, this should be done. In the cases of seniors and some juniors, such scheduling may not be feasible or possible. In such cases, the school may appeal to the State Superintendent of Schools for permission to use a substitute for the requirement or to waive the requirement.

(b) From Other West Virginia Counties

Students who transfer into another West Virginia county which has additional requirements may not be able to complete these requirements. In such cases, the student's credits shall be evaluated to determine if one or more county requirements will be waived by the local board of education.

6. Students Who Do Not Complete Requirements in Four Years

(a) Continuous Enrollment

If a student has been enrolled continuously for four years in grades 9-12 but has not accumulated the required number of units, the student shall be expected to meet the graduation requirements which were in effect when he entered ninth grade. Since the student has attended four full years, he or she would not be required to attend the full day.

b. Reenrollment

If a student has reenrolled after dropping out of school, the requirements that a student must meet depends upon the length of time he or she has been out of school. If the student has been out of school less than one year, he or she would be expected to complete the graduation requirements which were in effect when he or she entered grade nine. If the student has been out of school one year or more, he or she would be expected to complete the current graduation requirements.

7. Effective Date

Unless other wise noted, this policy is effective for students entering ninth grade during the 1985-86 school year.

Section 3. Program Assurance

A. Documentation

1. A unit of credit is awarded to indicate successful completion of an area of study.
2. A diploma is awarded to indicate successful completion of specific graduation requirements.

B. Program Improvement

During the 1989-90 school year, the Graduation Requirements for West Virginia Public Schools: Adolescent Education (Grades 9-12) will undergo a thorough evaluation. The evaluation and revision process shall occur at least every five years thereafter.

C. Management Information System

1. Attendance

Each county shall submit an annual report, by school, via the West Virginia Board of Education Policy 4110 - County Attendance Policy of exceptions to the attendance requirement contained in this document, to the West Virginia Department of Education by June 15 of each fiscal year. The report shall include the birth date, grade, sex, compelling circumstances, exception made, and effective date. A subsequent summative presentation by the State Department of Education will be made to the West Virginia Board of Education. This report will be initiated effective implementation of the West Virginia Board of Education Policy 4110 - County Attendance Policy.

2. Alternatives to the Unit of Credit

Each school which includes any grades from 9-12 must include in its annual classification report a summary of alternatives accepted for units of credit.

COMMENT LOG

PROPOSED POLICY, PROPOSED REGULATIONS

POLICY 2444.01

Directions: Please use this form in commenting by section on the proposed policy and regulations on Graduation Requirements for West Virginia Public Schools: Adolescent Education (Grades 9-12).

NAME OF INDIVIDUAL/ORGANIZATION _____

ADDRESS _____

Purposed Policy	
Purposed Policy Section 1: Program Definition A. Rationale	
Purposed Regulations Section 1: Program Definitions B. Definitions	

COMMENT LOG

PROPOSED POLICY, PROPOSED REGULATIONS

POLICY 2444.01

<p>Purposed Regulations</p> <p>Section 1: Program Definition</p> <p>C. Program of Study</p>	
<p>Purposed Regulations</p> <p>Section 1: Program Definition</p> <p>D. Extracurricular Activities</p>	
<p>Purposed Regulations</p> <p>Section 2: Program Delivery</p> <p>A. Administrative Practices</p> <p>1. Unit of Credit</p>	
<p>2. Alternatives to the Unit of Credit</p>	
<p>3. Handicapped Students</p>	
<p>4. Attendance</p>	

COMMENT LOG

PROPOSED POLICY, PROPOSED REGULATIONS

POLICY 2444.01

5. Evaluating Credits for Transfer Students	
6. Students Who Do Not Complete Requirements in Four Years	
Purposed Regulations Section 3: Program Assurance	

Return by November 14, 1990:

Karen Larry
Acting Assistant Director
Unit of School Improvement
Capitol Complex, Bldg. 6, Room B-330
Charleston, WV 25305