

POLICY 2010 – Requirements for Graduation from Buckhannon-Upshur High School

1. Purpose

- 1.1. Adolescent education (grades 9-12) provides students the intellectual, social/emotional, physical, and technological capacities for successful entry into adulthood. The adolescent education program provides challenging and rigorous courses in the programs of study that will enable students to achieve high levels of competence so they can complete graduation requirements and be prepared to successfully enter and compete in the workplace and in post-secondary education. Students in the adolescent education program will have the opportunity to examine a system of career clusters and to select and complete a career major.

2. Responsibility

- 2.1. Graduation requirements follow State Policy 2510 and are effective for all students enrolled in Upshur County schools. Courses needed for graduation vary from adoption cycles, so requirements from the State Board of Education may vary from year to year. Requirements necessitate mastery of approved ~~21st-century content standards and objectives~~ Next Generation Content Standards and Objectives. Upshur County Board of Education has the authority to increase these requirements for graduation and any changes adopted will be a requirement of the incoming freshman class.

3. Graduation Requirements (Buckhannon-Upshur High School)

- 3.1. **Students entering grade 9 in school year's 2013-2014 and prior must meet the following twenty-four (24) requirements:**

| | |
|-----------------------|--------------------|
| English Language Arts | 4 Credits |
| Math | 4 Credits |
| Science | 3 Credits |
| Social Studies | 4 Credits |
| Fine Arts | 1 Credit |
| Physical Education | 1 Credit |
| Health | 1 Credit |
| Electives | (See Below) |

- 3.1.1. **Professional Pathway: Must complete two (2) credits of the same foreign language, one (1) science credit, AND three (3) unrestricted electives.**
 - 3.1.2. **Skilled Pathway: Must complete four credits in a career technical program AND two (2) unrestricted electives.**
- 3.2. **Students entering grade 9 in the school year 2014-2015 and thereafter must meet twenty-six (26) requirements to graduate from Buckhannon Upshur High School. The attached Personalized Education Plan (PEP) will be completed for each student and reviewed annually with the student by a counselor, advisor, and parent and/or guardian. Students must complete the necessary (26) credits from the chart to graduate. REFER TO APPENDIX A.**

4. Alternate Delivery Systems to Achieve Units of Credit for Graduation

- 4.1. Following are the accepted methods for accepting credits for High School:
 - 4.1.1. In accordance with provisions contained in the Upshur County Board of Education Policy 2006, Acceleration, a student may earn credits toward graduation ~~if~~ prior to grade

9 providing the student successfully completes a high school level course meeting the high school approved content standards and objectives and taught by content by a certified teacher. The student's permanent record for grades 9-12 shall indicate completion of these courses. The grade for any course taken prior to grade 9 becomes part of the student's permanent record and is calculated in the student's grade point average (hereinafter GPA). These classes cannot be repeated for additional credit.

- 4.1.2. High School credit can be offered along with college credit also known as dual credit courses (See Upshur County Policy 2015). Such a course must meet both the specified college course content and CSO's of West Virginia for secondary offerings and follow the Carnegie Unit standard of 8100 minutes.
- 4.1.3. Credit Recovery is available to students who need to recover credit for failed courses or other extenuating circumstances. Please note that this program is not for the acceleration of students. Students are required to follow the procedures established by the administration of Buckhannon-Upshur High School.
- 4.1.4. In order to receive Carnegie Unit Credit for home instruction in grades 9-12, Credits will be accepted or denied upon entry into Buckhannon-Upshur High School. The following requirements must be met:
 - 4.1.4.1. The student must master learning objectives as evidenced by a passing grade on comprehensive tests approved by the County Superintendent or designee. The test will be composed by the certified teacher providing the home instruction and shall be based upon state approved learning objectives.
 - 4.1.4.2. Documentation of 8100 minutes of instruction per Carnegie Unit.
 - 4.1.4.3. The instruction must be delivered by a certified teacher in that subject or teacher who has a special permit issued by the State Department of Education.
 - 4.1.4.4. Successful documentation of the above will result in a grade as determined by certified teacher providing the home instruction and shall be recorded on the student's transcripts. Approval shall be granted for home schooling for a period of not more than one academic year, providing criteria have been met. The right of revocation for permission to so instruct shall be maintained by the Board and County Superintendent at any time wherein it is found that any of the criteria for this exemption has been violated.
 - 4.1.4.5. Correspondence schooling from non-accredited institutions does not meet the requirements for a home schooling exemption.
- 4.1.5. Credit for additional classes while attending Upshur County Schools will be subject for approval prior to the start of said course work.
- 4.1.6. Students may earn credit according to the following Upshur County testing-out policy (Refer to Section 4).
- 4.1.7. Options for alternate methods of earning credits in grades 9-12 through acceleration are available in accordance with State Board Policy 2510.

5. TESTING OUT

5.1. Purpose

- 5.1.1. West Virginia Board of Education Policy 2510 permits school districts to develop tests for the purpose of moving students more quickly through the curriculum by "testing out." This practice is considered to be acceleration, which the policy defines as a means of obtaining content mastery at a faster rate or at an earlier time. Students who demonstrate academic readiness for various delivery options are eligible for acceleration.
- 5.1.2. The county school systems in the RESA VII service area acknowledge the importance of the teacher and the classroom environment in effectively engaging students in mastery of learning goals and objectives. Generally, students benefit from the daily interaction that occurs within the classroom setting. In this environment, most students are able to achieve success and earn course credit toward high school graduation. However, to meet

the needs of students who seek verification of mastery of course goals and objectives through self-study, a regional Testing Out program has been established.

5.2. Eligibility Criteria

- 5.2.1. To be eligible to test out of a core academic course required for graduation, a student must demonstrate a cumulative Grade Point Average of 3.0 or 3.0 for the subject being tested. A student may petition the school principal for special consideration of exception to this criterion with approval of the superintendent or his/her designee. The test may be taken only if the student has not attempted the classroom coursework for the class and may be attempted for a specific course only one time.

5.3. Mastery Criteria

- 5.3.1. Student test mastery will be determined by satisfactorily passing the course-specific mastery test with at least a “C” to earn credit for the course. The score the student earns on the test (percent score rounded up at .5), will be translated to a letter grade for the course according to the West Virginia uniform grading scale. The testing out grade will be counted in the student’s cumulative grade point average and class ranking, and credit earned by through this process will apply toward the credits required for high school graduation. Upon reviewing the test results, the student may decide to complete the course rather than use the testing out grade.
- 5.3.2. Once the results have been received by the student, he/she will have seven calendar days to indicate his/her decision related to receiving credit for the testing out exam. The student may choose one of two options:
 - 5.3.2.1. To have the test results forwarded to his/her school—if so, the transcribed course name will be coded to indicate that the student tested out of the class; or
 - 5.3.2.2. To take the standard course work at his/her school with no record of the attempt to test out sent to the home school.
 - 5.3.2.3. **Failure to exercise either of these options within the identified time frame will result in no test scores being forwarded to the school.**

5.4. Guidelines for Testing Out

5.4.1. PARTICIPANTS

- 5.4.1.1. RESA VII Eligibility: Students in all RESA VII counties who submit a valid RESA VII registration form through their county board of education office may participate in the regional testing out program.
- 5.4.1.2. Outside RESA VII - West Virginia students from districts outside the RESA VII area may participate in the annual testing out program at the discretion of RESA VII. These students must follow the guidelines in this policy.

5.4.2. REGISTRATION

- 5.4.2.1. Registration Form: Students wanting to participate in the testing out program must submit a valid RESA VII registration form to their county board of education office by the third (3RD) Friday in April, accompanied by a fee of \$100 per test. Valid forms and the accompanying fees will then be forwarded by the board of education to RESA VII and must be received by the second (2nd) Friday in May. (A waiver may be granted due to special circumstances upon recommendation of the county superintendent.).
 - 5.4.2.1.1. Cancellation: If a student decides to cancel a test after registration, fees incurred will be reimbursed if the student notifies the county board of education office and the RESA VII office in writing by June 30.
 - 5.4.2.1.2. Tests: Each student may register to take no more than five exams per year within the designated testing out window.

5.4.3. TESTING OPTIONS

| | | |
|--------------------|-----------------------|----------------------------------|
| US History to 1900 | World History to 1900 | 20 th Century America |
| Civics | Math I | Math II |
| Algebra II * | Geometry * | Trigonometry |
| Pre-Calculus | French I | French II |
| Spanish I | Spanish II | Physical Science |
| Biology | Health | English 9 |
| English 10 | English 11 | English 12 |

*Denotes that county approval is required.

5.4.4. TEST ADMINISTRATION

- 5.4.4.1. Test window: The regional testing out program will be conducted each year within a two-week window during the months of July and/or August only.
- 5.4.4.2. Location: The location of the program will be determined each year by April 15 and may rotate among sites in the RESA VII area.
- 5.4.4.3. Proctors/scorers: The same individual may be selected to both proctor and score tests. Individuals must be certified in the subject area they are proctoring and/or scoring.
- 5.4.4.4. Exam requirements: Students must provide the proctor, prior to the administration of the test, with any materials that are required as part of exam requirements.
- 5.4.4.5. Student materials: Students will enter the test administration room with only the predetermined materials that are required as part of their specific test.
- 5.4.4.6. Test materials:
- 5.4.4.6.1. Individual student test materials are to be distributed in sealed envelopes with the following information identified on the outside of the envelope:
- Student name
 - Test date
 - Test name
 - Test number
- 5.4.4.6.2. A second envelope, located inside the original envelope, will be used to submit all test materials once the student has completed that segment of the test.
- Include all materials used during the test, including scratch paper and the original envelope.
 - Use the same identifying information mentioned above on the outside of this envelope.
 - Place a label on this envelope that indicates it contains a completed test.
- 5.4.4.7. Proctors are not to answer any questions relative to the content of the test being administered to the student.

5.4.5. TEST REPORTS

- 5.4.5.1. Scoring: All tests will be “blind-graded.” The student’s name should not appear on the individual test pages – each test is to be numbered with the corresponding number on the envelope and in the testing administration records.
- 5.4.5.2. Test results: Within one week of testing, scores will be reported by RESA VII to the board of education office that registered the student.
- 5.4.5.3. Reports: A summary of test scores (cumulatively and by year), earned credits, and costs will be available to county boards of education.

5.4.6. TEST SECURITY

- 5.4.6.1. Materials: All testing out materials will be kept in locked storage.
- 5.4.6.2. Test Access: Proctors who will be administering and/or grading the test may have access to the testing instrument package prior to the testing window in order to prepare for the test administration. Proctors are required to sign a security statement and to return all copies of the test at the time that they submit student grades. During the administration of the test, only the student taking the test and the respective proctor may view the test and its administration.
- 5.4.6.3. Student Identification: Students are required to have photo identification when registering with the test proctor. The sign-in sheet will have a place for the student to print and sign his/her name (verified against the testing out registration form) and an area for the proctor to indicate the type of photo ID used.
- 5.4.6.4. Tests: Any and all materials used by the student during test administration must be collected and maintained with the graded student test materials. The student's name should not appear on the individual test pages – each test is to be numbered with the corresponding number on the envelope and in the test administration records.
- 5.4.6.5. Leaving the Test Room: Students who leave the testing room for any reason during the test administration must sign-out and sign-in on the individual student's registration form with times documented.
- 5.4.6.6. Calculators: The test proctor must clear the memory in a programmable calculator before and after test administration.
- 5.4.6.7. Graded Tests: Graded student test materials will be shredded within one month of test administration.

6. Authority

6.1 WVBE Policy 2510

7. Adoption 5/10/00

Revised 2/10/15; 11/12/13; 5/10/05

Upshur County

WV Personalized Education Plan (PEP)

| Select a Career Cluster | Career Interests | 9 th Grade | 10 th Grade |
|---|--|---|--|
| <input type="checkbox"/> Agriculture, Food and Natural Resources <input type="checkbox"/> Architecture and Construction <input type="checkbox"/> Arts, AV Technology and Communication <input type="checkbox"/> Business Management and Administration <input type="checkbox"/> Education and Training <input type="checkbox"/> Finance <input type="checkbox"/> Government and Public Administration <input type="checkbox"/> Health Sciences <input type="checkbox"/> Hospitality and Tourism <input type="checkbox"/> Human Services <input type="checkbox"/> Information Technology <input type="checkbox"/> Law, Public Safety, Correction and Security <input type="checkbox"/> Manufacturing <input type="checkbox"/> Marketing <input type="checkbox"/> Science, Technology, Engineering and Mathematics <input type="checkbox"/> Transportation, Distribution and Logistics | Describe your occupation interests below 8 th Grade 9 th Grade 10 th Grade 11 th Grade 12 th Grade PLANS FOR 1ST YEAR AFTER HIGH SCHOOL | <input type="checkbox"/> English 9 <input type="checkbox"/> Math I <input type="checkbox"/> Physical Science <input type="checkbox"/> World Studies Elective Elective Elective Elective | <input type="checkbox"/> English 10 <input type="checkbox"/> Math II <input type="checkbox"/> Biology <input type="checkbox"/> United States Studies <input type="checkbox"/> Honors |
| <input type="checkbox"/> Education and Training <input type="checkbox"/> Finance <input type="checkbox"/> Government and Public Administration <input type="checkbox"/> Health Sciences <input type="checkbox"/> Hospitality and Tourism <input type="checkbox"/> Human Services <input type="checkbox"/> Information Technology <input type="checkbox"/> Law, Public Safety, Correction and Security <input type="checkbox"/> Manufacturing <input type="checkbox"/> Marketing <input type="checkbox"/> Science, Technology, Engineering and Mathematics <input type="checkbox"/> Transportation, Distribution and Logistics | 4 Personalized Elective Courses List the courses needed to attain career and postsecondary goals 1. 2. 3. 4. The above selections must include 4 courses from CTE or locally approved concentrations. Identify concentration below. Concentration <input type="checkbox"/> Non-CTE <input type="checkbox"/> CTE | 11th Grade <input type="checkbox"/> English 11 <input type="checkbox"/> Math III STEM <input type="checkbox"/> Math III TR <input type="checkbox"/> Lab science course <input type="checkbox"/> AP® Science <input type="checkbox"/> Contemporary Studies <input type="checkbox"/> AP® United States History Elective Elective Elective Elective | 12th Grade <input type="checkbox"/> English 12 <input type="checkbox"/> Transition English <input type="checkbox"/> AP® English <input type="checkbox"/> Math IV <input type="checkbox"/> Math IV TR <input type="checkbox"/> Transition Mathematics <input type="checkbox"/> AP® Math <input type="checkbox"/> Civics for the Next Generation <input type="checkbox"/> AP® Government and Politics Elective Elective Elective Elective Elective |
| High School Credits Earned In Middle School | NOTE: These are the minimum courses to graduate from a WV high school. Upshur County Schools requires that all students entering high school in 2014-2015 have 26 credit hours to graduate. Student-athletes must complete appropriate course work in order to qualify for NCAA programs. | The following courses are also required for graduation: <input type="checkbox"/> Health <input type="checkbox"/> Physical Education <input type="checkbox"/> Fine Arts <input type="checkbox"/> Technology | |