

HIGH SCHOOL GRADUATION REQUIREMENTS POLICY 3040

- A. The board shall award a regular high school diploma to every student enrolled in Lummi Nation Schools who meets the requirements of graduation established by Lummi Nation Schools. Only one diploma shall be awarded with no distinctions being made between the various programs of instruction which may have been pursued.

Course	Class of 2012-2015	Class of 2016 and beyond
English (reading, writing and communications)	4 credits	4 credits
Mathematics	3 credits	3 credits
Science (physical, life and earth; one laboratory credit)	2 credits	3 credits
Social Studies (civics, history, government) (*By 2016, Lummi Nation Government, Current World Problems will be added)	3 credits	4 credits
Health and Fitness	2 credits	3 credits
Arts	1 credits	1 credits
Occupational Education	1 credits	1.5 credits
Culture	1 credits	1 credits
Electives	6 credits	5.5 credits
TOTAL	23 credits	26 credits

A credit is defined as 75 hours of planned instructional activities excluding passing time. The board shall approve additional graduation requirements as recommended by the Lummi Nation School Education Director.

In addition to the minimum credit requirements, to earn a diploma each student must:

1. Pass the reading and writing portions of the assessment(s) required by Lummi Nation Schools;
2. Complete a High School and Beyond Plan: Within the first year of high school enrollment, each student shall develop a plan for satisfying the Lummi Nation High School's graduation requirements and for their first year after high school completion. The plan should be developed in collaboration with the student, parent and Lummi Nation School staff. The plan should include how the student will satisfy the Lummi Nation School's academic credit requirements, preparation for successfully completing the assessment(s) required by the Lummi Nation Schools, a description of the student's culminating project and the student's goals for the year following graduation. Each student plan should be reviewed annually at the beginning of the school year to assess

student progress, to adjust the plan, and to advise the student on steps necessary for successful completion of the plan;

3. Complete a Culminating Project: During the course of their high school career, each student shall complete a culminating project. The project shall demonstrate the student's ability to think analytically, logically and creatively and to integrate experience and knowledge to form reasoned judgments and solve problems. The project will also have a connection to the world of work in that it will demonstrate that the student understands the importance of work and how performance, effort, and decisions directly affect future career and educational opportunities;
 4. Complete math requirements: Students in the class of 2012 who fail to successfully pass the mathematics portion of the assessment required by Lummi Nation Schools or an appropriate alternative, must earn two mathematics credits after 10th grade. Credits earned must meet high school standards. Students in the Class of 2013 and 2014 must pass the algebra and/or the geometry mathematics portion of the assessment(s) required by Lummi Nation Schools, an alternative assessment, and/or an end of course examination. Students in the Class of 2015 and beyond must pass both the algebra and the geometry mathematics portion of the assessment(s) required by Lummi Nation Schools, an alternative assessment, and/or an end of course examination.
 5. Complete science requirements: Students in the class of 2013 and beyond must pass the science assessment(s) required by the Lummi Nation Schools, an appropriate alternative assessment, and/or an end of course examination.
- B. Students in the Class of 2013 and beyond, must complete mathematics courses which include Algebra I, Geometry, and Algebra II.

In lieu of a third credit of mathematics, students may choose an alternative mathematics course if (1) the course is available; and (2) if the parent/guardian agrees that the third credit mathematics elective is supportive of the student's education and career goals. Before approval of the elective third mathematics credit a meeting will be held with the student, the parent/guardian and the school staff to discuss the student's High School and Beyond Plan and the mathematics requirements for post-secondary and career choices.

The Lummi Nation Schools will obtain a signed consent from the parent for the student to enroll in the alternative third credit of mathematics. The consent form will confirm the meeting, that the parent understands the impact of the selection on the student's educational and employment options, and that the alternative is most appropriate for the needs of the student.

If the opportunities are available, students may also satisfy the mathematics requirements by earning equivalency based credit in career and technical education mathematics courses. Those credits must be recorded using the equivalent academic high school department designation.

- C. A student will receive a certificate of academic achievement only if they earn the appropriate number of credits required by Lummi Nation Schools, complete a culminating project, complete the high school and beyond plan; and meet the reading, writing and math standards on the high school statewide assessment or an appropriate alternative assessment.
- D. Students qualifying for special education services will earn a certificate of individual achievement as determined by their individual education plan.
- E. The Education Director shall develop procedures for implementing this policy which include:

1. Establishment of the process and assessment criteria for the high school culminating project requirements; and determination of the education plan process for identifying competencies.
2. Establishing the process for completion of the High School and Beyond Plan.
3. Recommending course and credit requirements which satisfy the Lummi Nation Education Board requirements and recognize the expectations of the citizens of the Lummi Nation.
4. Determining which courses satisfy particular subject area requirements and whether a particular course may satisfy more than one subject area requirement including a process for determining the credits Lummi Nation Schools will recognize for courses taken through another program recognized by another state (a public school district or an approved private school) or those courses taken by students moving to the local area from another state or country. Decisions regarding the recognition of credits earned before enrolling in Lummi Nation Schools will be based on the professional judgment of the high school principal or designee based on an evaluation of the student's former program and demonstrated knowledge and skills in the discipline for which credit is sought. The decision of the principal may be appealed to the Education Director within fifteen school days.
5. Making graduation requirements available in writing to students, parents and members of the public.
6. Providing for a waiver of graduation requirements for an individual student when permitted. All Lummi Nation School graduation requirements must be satisfied unless a waiver is permitted by the principal and/or his or her designee;
7. Granting credit for learning experiences conducted away from school, including National Guard high school career training.
8. Granting credit for correspondence, vocational-technical institutes and/or college courses for college or university course work the Lummi Nation School has agreed to accept for high school credit. Lummi Nation Schools will award one high school credit for every five quarter hour credit or three semester hour credit successfully earned through a college or university, except for community college high school completion programs where the Lummi Nation Schools awards the diploma; tenth and eleventh grade students and their parents shall be notified annually of the Running Start Program.
9. Granting credit for work experience, if available.
10. Granting credit based upon competence testing, if available, in lieu of enrollment.
11. Granting credit for high school courses completed before a student attended high school, to the extent that the course work exceeded the requirements for seventh or eighth grade.
12. Counseling of students to know what is expected of them for completion of their schooling.
13. Preparing a list of all graduating students for the information of the board and release to the public.
14. Preparing suitable diplomas and final transcripts for graduating seniors.
15. Planning and executing graduation ceremonies.

16. Developing student learning plans for students who are not successful on one or more components of the assessment(s) required by Lummi Nation Schools.

In the event minimum test requirements are adopted by the board, a student who possesses a disability shall satisfy those competency requirements which are incorporated into the Individualized Education Program (IEP). Satisfactory completion of the objectives incorporated into the IEP shall serve as the basis for determining completion of a course.

A student shall be issued a diploma after completing the Lummi Nation School's requirements for graduation. In lieu of the certificate of academic achievement, special education students may earn a certificate of individual achievement. A student shall also be advised that he/she may receive a final transcript.

However, a student's diploma or transcript may be withheld until the student pays for any school property that has been lost or willfully damaged. Upon payment for damages, or the equivalency through voluntary work, the diploma or transcript will be released. When the damages or fines do not exceed \$100, the student or his/her parents shall have the right to an appeal using the same process as used for short-term suspension as defined in Procedure 4280P, *Student Appeals*. When damages are in excess of \$100, the appeal process for long term suspension as defined in Procedure 4280P, *Student Appeals* shall apply.

Graduation requirements in effect when a student first enrolls in high school shall be in effect until that student graduates unless such period is in excess of ten years.

In the event that other forms of corrective actions are imposed for violations of school rules, the student may be denied participation in graduation ceremonies. Such exclusion shall be regarded as a school suspension. In such instances, the diploma will be granted.

HIGH SCHOOL GRADUATION REQUIREMENTS PROCEDURE 3040P

Publication of Graduation Requirements

Prior to registering in high school, and each year thereafter each student and his/her parents or guardians will be provided with a copy of the graduation requirements in effect for that student (those in effect when the student enrolled in ninth grade unless ten years have elapsed).

High School Completion

Each student is to develop, update as necessary, and initially have on file a high school completion plan approved by the parent. Counselors will provide assistance to incoming ninth graders and their families in developing educational plans. Changes in plans should normally reflect parent consent and should be submitted to the appropriate counselor. At the conclusion of each year, the school will provide the student and his/her parents or guardians with a report which reflects the progress that has been made toward satisfying the graduation requirements. If progress is not normal, the school will identify alternative courses that can be taken to correct the deficiencies.

Subject Area Requirements and Approved Courses (class of 2012 and beyond)

The following courses are approved for satisfying the subject area requirements as established by the Lummi Nation Education Board:

Course	Class of 2012-2015	Class of 2016 and beyond
English (reading, writing and communications)	4 credits	4 credits
Mathematics	3 credits	3 credits
Science (physical, life and earth; one laboratory credit)	2 credits	3 credits
Social Studies (civics, history, government) (*By 2016, Lummi Nation Government, Current World Problems will be added)	3 credits	4 credits
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Culture	1 credits	1 credits
Electives	6 credits	5.5 credits
TOTAL	23 credits	26 credits

A High School and Beyond Plan and culminating project are also required.

In assisting students with developing a High School and Beyond Plan, Lummi Nation Schools should:

- A. Provide internal and external resources to ensure successful development and implementation of the High School and Beyond Plan;
- B. Provide the opportunity for student choice, voice and ownership of the High School and Beyond Plan;
- C. Teach students a planning process that provides a capacity to create, review and revise the High School and Beyond Plan;
- D. Prepare all students for post-secondary options;
- E. Align the High School and Beyond Plan with the Essential Academic Learning Requirements, Lummi Nation School Learning Goals and link to high school graduation requirements;
- F. Collect and analyze data to evaluate and improve the effectiveness of the High School and Beyond Plan; and
- G. Assure parental involvement in the planning process, including the student's development of the High School and Beyond Plan.

In assisting students with developing the culminating project the Lummi Nation Schools should:

- A. Advise the student and parents of the requirement to complete a culminating project as a graduation requirement;
- B. Provide the student assistance and guidance annually on completing the project;
- C. The culminating project may include:
 - 1. A demonstration of the student's ability to communicate in writing;
 - 2. A demonstration of the student's ability to communicate orally through a presentation to peers, teachers and/or community members;
 - 3. Completion of a self directed student project that demonstrates the student's academic and management skills; and
 - 4. The opportunity for the student to complete a community service project or a project working with a community member;
- D. Review each student's progress annually;
- E. Provide opportunities within the curriculum for students to work on projects; and
- F. Ensure projects align with goals three and four of the learning goals.

Credits

Students shall be expected to earn a total of 23 credits in order to complete graduation requirements. By year 2016, students shall be expected to earn a total of 26 credits in order to complete graduation requirements. For credit purposes, a class must meet for a total of 75 hours of planned instruction.

The principal or designee is responsible for determining which credits will be recognized by the Lummi Nation Schools for students enrolling from another state approved learning program (public school, approved private school or home school), or out-of-country. Credits from a Washington public school or accredited state private school or accredited out-of-state public or private school shall be accepted to the extent the credit matches a Lummi Nation School graduation requirement, or may be counted as an elective credit. Credits from unaccredited programs or home schools shall be evaluated on a case by case basis. Decisions of the principal or designee may be appealed to the Education Director within fifteen school days of the initial decision.

Waiver of Graduation Requirements

All Lummi Nation School requirements must be satisfied except that Native American History, Culture Credits, and Washington history and government may be waived for students who have completed and passed a Native American History, Culture Course, or state history and government course at another tribal school or in another state during grades seven through twelve. Culture credit requirements may be waived through an alternative learning experience approved by the principal. Additionally, physical education may be waived upon written request of a parent or guardian on account of physical disability, employment or religious belief or because of participation in directed athletics or military science and tactics. Graduation requirements may be waived for students who transfer to Lummi Nation Schools during their senior year and are unable to complete the Native American History and/or culture courses. None of the above waivers shall alter the credit requirements established by the board.

Waiver of graduation requirements is determined by the principal and/or his or her designee and shall be pre-approved by the principal and/or his or her designee. The procedure for processing requests for waiver shall be as follows:

- A. Request shall be initiated by the parent or the eligible student;
- B. The principal and/or his or her designee shall investigate the request for waiver of graduation requirements;
- C. The principal and/or his or her designee shall make a determination in writing based upon appropriate data and upon conclusions of the investigation;
- D. The principal and/or his or her designee shall develop appropriate record keeping procedures for storage of all pertinent data relating to each waiver request; and
- E. The parent or eligible student shall be notified that an appeal to the decision on waiver requests may be made in writing to the Education Director no later than thirty days prior to the anticipated graduation date.

Alternative Programs

Credit toward graduation requirements may be granted for planned learning experiences primarily conducted away from the facilities owned, operated or supervised by Lummi Nation Schools. The principal and/or his or designee shall make the determination to grant credit and shall pre-approve all requests.

A proposal for approval of out-of-school learning activities shall be submitted prior to the experience, shall be at no additional cost to the Lummi Nation Schools, and shall include at least the following information:

- A. The objective(s) of the program;
- B. The teaching component(s) of the program, including where and when teaching activities will be conducted by school certificated staff;
- C. A schedule of the duration of the program, including beginning and ending dates within the school year;
- D. A description of how student performance will be supervised, evaluated, and recorded by the certificated staff or by qualified school employees under the direct supervision of the certificated staff;
- E. A description of intervention techniques and criteria for their use;
- F. Description of how student performance will be assessed;
- G. Qualifications of instructional personnel; and
- H. Plans for evaluation of program.

Certain cultural experiences may be exempt from the school certificated staff requirements listed above, but as a result, may not necessarily be eligible for credit.

A list of approved programs shall be kept on file in the Education Director's office. Reasons for approval or disapproval shall be communicated to those making the request.

Credit for Work Experience

The principal and/or his or designee shall make the determination to grant credit and shall pre-approve all requests. The following are the bases upon which credit may be granted for work experience.

- A. The work program shall be supervised by the school.
- B. The work experience shall be specifically related to the school program of the student.
- C. Credit given for work experience shall represent growth in the student, and the type of work done should have definite educational value.
- D. The job in which experience is gained shall provide varied experience.
- E. A work experience program shall be supplemented by an adequate program of guidance, placement, follow-up and coordination between job and school by the career placement counselor.
- F. Work experience as a planned part of a school subject may be included in the credit given for that subject (e.g., sales training class).
- G. One credit may be granted for not less than one hundred eighty hours for instructional work based learning experience, and not less than three hundred sixty hours of cooperative work based learning experience related to a student's school program.
- H. A student participating shall be legally employed and must have passed his/her sixteenth birthday.

- I. An employer's report of the student's work record, indicating satisfactory progress on the job, shall be filed with the school.
- J. An approved apprenticeship program, where the training is worked out cooperatively with the school and meets the standards for graduation requirements, is acceptable.

National Guard High School Career Training

If the opportunity is available, credit may be granted for national guard high school career training in lieu of either required or elective high school credits. Approval by the Lummi Nation Schools shall be obtained prior to a student's participation in a national guard training program as follows:

- A. MIL Form 115 or an equivalent form now or hereafter provided by the national guard shall be completed and filed with the Lummi Nation Schools; and
- B. The number of credits toward high school graduation to be granted shall be calculated, agreed upon by the student and an authorized representative of the Lummi Nation Schools, and such agreement noted on MIL Form 115 or such equivalent form.

Credit toward high school graduation may be granted by the Lummi Nation Schools upon certification by a national guard training unit commander on the completion component of MIL Form 115 or such equivalent form that the student has met all program requirements.

Graduation Ceremonies

If students fulfill graduation requirements by the end of the last designated day of their senior year, they may participate in graduation ceremonies. Each student shall be awarded a diploma after satisfactorily completing Lummi Nation School requirements. Upon request, each graduating student shall receive a final transcript. Each student shall be notified of this opportunity at least one month prior to the close of the school term.

Graduation ceremonies will be conducted in the following manner:

- A. Each participating student must participate in the graduation ceremony rehearsal. Each student who participates will purchase or rent the proper cap and gown as designated by the school administration.
- B. Caps and gowns will be worn in the proper manner, as designated by the school administration and class advisor.
- C. Students who participate will be expected to use good taste in their choice of accessories for their attire.
- C. Each student who participates will be expected to cooperate with the principal and/or his or her designee and to participate in all parts of the graduation ceremonies.
- D. Failure to comply with the above requirements will automatically forfeit a student's privilege of participation in the graduation ceremonies.

DROP/ADD POLICY 3090

Students are able to withdraw and add classes within the first seven (7) days of the course only for the following four reasons:

1. Student has taken and received credit for same class previously
2. Student does not meet the prerequisite for the class
3. Student needs to take a required class in lieu of course
4. Inappropriate skill level placement

Schedule change forms are available in the counseling office. Until a schedule change is approved, students must report to all previously scheduled classes to avoid being marked absent.

All students must carry a minimum of seven classes or be the equivalent of a full-time student. Senior students who have completed all graduation requirements may seek a waiver from this policy from the principal and/or his or her designee. This requirement does not apply to a student with a modified schedule approved by their IEP and/or Section 504 plan.

No student will be allowed to add or drop a class after the first seven (7) days of class. If extenuating circumstances arise, students must complete an add/drop petition form and follow the series of meetings required on the form. These meetings include parent and teacher approval followed by counselor and administrative final decision.

COMPULSORY ATTENDANCE POLICY 4015

It is the paramount duty of the Lummi Nation to provide for the education of its children in basic academic subjects and to prepare them to function as productive and culturally knowledgeable members of the Lummi Nation. Every child shall attend school daily from Monday through Friday during normal hours that school is in session unless:

- (1) The child's absence is excused pursuant to school policies; or
- (2) The child is participating in an approved school function or in a Home School or an Alternative Education Program; or
- (3) The Child has a high school diploma, GED, or equivalent.

The Education Director shall be responsible for informing the students and the parents of the students enrolled in Lummi Nation Schools about the compulsory education requirements of Policy 4015 and Lummi Code of Laws, Chapter 8.04. This information shall be distributed at least annually.

Any individual concerned about a child's school attendance may report the details of his or her concern to the Education Director or his/her designee or to an Officer of the Lummi Nation Police Department.

It shall be the duty of the Education Director to create a system to track attendance for the Lummi Nation Schools and to forward the information to those students and parents who violate the LNEB Attendance Policies and Procedures to the Lummi Nation Police Department.

Pursuant to Lummi Code of Laws, 8.04.035, Lummi Nation Police Department officers who observe a child not in school during normal school hours must make a determination of the status of that child and whether the child is absent from school without good cause as defined above.

Definitions

(a) "Alternative Education Program" shall mean an individualized educational program described in a contract approved by the Education Director or his/her designee or the appropriate authority of a non-Tribal school in Whatcom County. This shall include a GED program.

(b) "Child" shall mean a child who has turned age 5 by September 1 of that school year to the age of 18 years, whether or not emancipated who is a member of the Lummi Nation, who resides within the Lummi Reservation, or who is enrolled in the Lummi Nation Schools.

(c) "Home School Program" shall mean an individualized educational program described in a contract approved by the Education Director or his/her designee or the appropriate authority of a non-Tribal school in Whatcom County.

(d) "School" shall mean the Lummi Nation Schools, or any school within Whatcom County which has enrolled a Lummi child or a child residing on the Lummi Reservation or an Alternative Education Program.

Legal References:

LCL, Chapter 8.04

School Truancy