

Completing the Individualized Learning Contract:

Learning Objective: The learning objective clearly states what the student expects to learn by completing the Individualized Learning Contract.

Learning Outcome: Define how you will demonstrate that you have met the Learning Objective. How will your advisor, or anybody else, know that you have learned what you identified as your learning objective?

Learning Activities: With the help of your advisor, clearly state each activity that will be a part of your learning contract and identify the estimated amount of time it will take to complete each activity. The total time spent on the learning activities must be at least 45 hours per .25 credit expected to earn.

Writing Assignment: Your final learning activity will consist of a summary of your learning experience. Your paper must be typed, double-spaced, 200 words or more, using appropriate writing skills. Your writing will summarize what it is you learned, how you learned it, why you learned it, your thoughts regarding this learning experience, and how this experience will affect the rest of your life.

Time: You must be engaged in the learning activities for a minimum of 45 hours, nine of which are time spent with your instructor. Each week you must meet with your advisor and identify the number of hours you were engaged in your learning contract for that week. Your advisor will keep a time sheet for each month during your learning contract.

Credit: The amount of credit earned will be based on the time spent on the learning activities and the satisfactory completion of any required assignments. A minimum of 45 hours, of which the student is involved in their learning plan, will be required for a student to receive .25 credit. A minimum of 9 hours for each 45 hour total must be direct instruction. Either a "P" or "I" will be assigned as a grade to indicate that the student passed or that the contract is incomplete. Upon completion of the learning contract your advisor will provide a school counselor with a Wenatchee/WestSide high school credit slip, at which time the credit will be posted to your transcript.

Signatures: The Individualized Learning Contract must be pre-approved by the student, the instructor and the WHS/WSHS certified staff member who agrees to supervise your learning experience. Their signatures must appear on the bottom of the learning contract prior to the student initiating any of the identified learning activities. The date of the advisor's signature of approval should coincide with the beginning date at the top of the contract. Upon completion of the contract, your advisor must sign and date the contract and identify the amount of credit earned.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Supervising Teacher signature: _____ Date: _____

Counselor's Signature: _____ Date: _____

Wenatchee School District Waiver Procedures: WSD School Board Procedure 2410P

- A. The principal is responsible for evaluating educational experiences of individual students and recommending graduation to the superintendent when requirements have been met.

An individual student may be granted an exemption from any requirement in this policy if such requirement impedes the progress toward graduation, provided there is a direct relationship between the failure to meet the requirement and the student's ability. When a 12th grade student transfers from another high school, the student may be permitted to graduate with a lesser number of credits provided that minimum state course and credit requirements are satisfied and the student successfully passes a full schedule of classes during his/her 12th year of school.

- B. **Waiver of graduation requirements is determined by the principal.** The procedure for processing requests for waiver shall be as follows:

1. All state requirements must be satisfied except that Washington History and Government (Citizen Washington) may be waived for students who have completed and passed a state history and government course in another state during grades seven through twelve and who have fulfilled study of Washington state constitution through an alternative learning experience approved by the principal. (US History can not be waived or substituted)
2. Physical education, pursuant to RCW 28A.230.050, 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. This shall not alter the credit requirements established by the board.
3. The parent or eligible student who will first obtain a "Waiver Form" from the school counselor shall initiate the request.
4. Once the form has been filled out and returned to the school counselor, the principal shall investigate the request for waiver of graduation requirements.
5. The principal shall make a determination in writing based upon appropriate data and upon conclusions of the investigation. Final approval or denial will be indicated on the waiver form.
6. Once completed, the student and/or parent will be notified and the waiver form will be retained in the student's cumulative file.
7. The parent or eligible student shall be notified that an appeal to the decision on waiver requests may be made in writing to the superintendent no later than. **December 1st of the student's senior year**

Home School Equivalency Procedures: WSD School Board Procedure 2410P

Guidelines for granting high school credit for home schooling are as follows:

- B. To gain credit for a course of study, a student shall provide:
1. A journal, which reflects the actual work, completed during a home-study course of study. To be retained in the student's cumulative file.
 2. Exhibit(s) of any specific projects completed: (*for example*)
 - a. Research papers
 - b. Completed test scores with source
 - c. Art projects
 - d. Textbooks that were used
 - e. Evidence of actual school work
- C. To gain credit for a course of study, a student shall demonstrate proficiency at a minimum of 80% of the objectives of the course. The parent may engage district-approved personnel to conduct such an assessment at a cost to be determined by such personnel. The school counselor will guide you through this process.
- D. Credit is granted through the following approved schools:
1. Community colleges, vocational-technical institutes, 4 year colleges and universities and approved private schools in the state of Washington, and
 2. Other schools or institutions which are approved by the district after evaluation for a particular course offering

WAC 180-51-050 High school credit -- Definition. As used in this chapter the term "high school credit" shall mean:

- (1) **Grades nine through twelve** or the equivalent of a four-year high school program, and grades seven and eight under the provisions of RCW [28A.230.090](#) (4) and (5):
 - (a) One hundred fifty hours of planned instructional activities approved by the district; **or**
 - (b) Satisfactory demonstration by a student of clearly identified competencies established pursuant to a process defined in written district policy. Districts are strongly advised to confirm with the higher education coordinating board that the award of **competency-based high school credit** meets the minimum college core admissions standards set by the higher education coordinating board for admission into a public, baccalaureate institution.
- (2) College and university course work. At the college or university level, five quarter or three semester hours shall equal 1.0 high school credit: Provided, That for the purpose of this subsection, "college and university course work" means course work that generally is designated 100 level or above by the college or university.
- (3) Community/technical college high school completion program - Diploma awarded by community/technical colleges. Five quarter or three semester hours of community/technical college high school completion course work shall equal 1.0 high school credit: Provided, That for purposes of awarding equivalency credit under this subsection, college and university high school completion course work includes course work that is designated below the 100 level by the college and the course work is developmental education at grade levels nine through twelve or the equivalent of a four-year high school program. (See also WAC [180-51-053](#))
- (4) Community/technical college high school completion program - Diploma awarded by school district. A minimum of .5 and a maximum of 1.0 high school credit may be awarded for every five quarter or three semester hours of community/technical college high school completion course work: Provided, That for purposes of awarding equivalency credit under this subsection, college and university high school completion course work includes course work that is designated below the 100 level by the college and the course work is developmental education at grade levels nine through twelve or the equivalent of a four-year high school program. (See also WAC [180-51-053](#))
- (5) Each high school district board of directors shall adopt a written policy for determining the awarding of equivalency credit authorized under subsection (4) of this section. The policy shall apply uniformly to all high schools in the district.
- (6) Each high school district board of directors shall adopt a written policy regarding the recognition and acceptance of earned credits. The policy shall apply to all high schools in the district. **The policy may include reliance on the professional judgment of the building principal or designee** in determining whether or not a credit meets the district's standards for recognition and acceptance of a credit. The policy shall include an appeal procedure to the district if it includes reliance on the professional judgment of the building principal or designee.
- (7) A student must first obtain a written release from their school district to enroll in a high school completion program under subsection (3) of this section if the student has not reached age eighteen or whose class has not graduated.
- (8) The state board of education shall notify the state board for community and technical colleges and the higher education coordinating board of any school or school district that awards high school credit as authorized under subsection (1)(b) of this section.

WAC 180-50-300 Equivalency course of study -- Credit for learning experiences conducted away from school or by persons not employed by the school district.

- (1) Credit, including high school graduation credit, may be granted for school planned or approved learning experiences primarily conducted away from the facilities owned, operated, or supervised by the district or conducted primarily by individuals not employed by the district.
- (2) School planned or approved learning experiences such as, but not limited to, travel study, work study, private lessons, and educational programs sponsored by governmental agencies may be accepted for credit upon compliance with written policies established by the district.
- (3) Written policies which permit the granting of credit for such out-of-school learning activities shall be adopted by the district board of directors and shall be available to students, parents, and the public upon request. Such policies shall include at least the following provisions:
 - (a) Name of program or planned learning experience;
 - (b) Length of time for which approval is desired;
 - (c) Objectives of the program or planned learning experience;
 - (d) Which one or more of the state learning goals and related essential academic learning requirements are part of the program or planned learning experience;
 - (e) Description of how credits shall be determined in accord with WAC [180-51-050\(1\)](#);
 - (f) Content outline of the program and/or major learning activities and instructional materials to be used;
 - (g) Description of how student performance will be assessed;
 - (h) Qualifications of instructional personnel;
 - (i) Plans for evaluation of program; and
 - (j) How and by whom the student will be supervised.
- (4) A proposal for approval of credit for such learning experiences shall be submitted to the personnel designated in the written policy for review, revision, and approval or disapproval prior to the experience and shall include at least the following information:
 - (a) Name of program or planned learning experience;
 - (b) Length of time for which approval is desired;
 - (c) Objectives of the program or planned learning experience;
 - (d) Which one or more of the state learning goals and related essential academic learning requirements are part of the program or planned learning experience;
 - (e) Description of how credits shall be determined in accord with WAC [180-51-050\(1\)](#);
 - (f) Content outline of the program and/or major learning activities and instructional materials to be used;
 - (g) Description of how student performance will be assessed;
 - (h) Qualifications of instructional personnel;
 - (i) Plans for evaluation of program; and
 - (j) How and by whom the student will be supervised.
- (5) The reasons for approval or disapproval shall be communicated to the students and parents or guardians.

WAC 180-50-310 Equivalency course of study -- Credit for correspondence courses, electronically mediated courses, and college courses.

Each common school district board of directors shall adopt policies governing the acceptance of correspondence or college courses for credit, including high school graduation credit. Such rules shall limit acceptance to courses from approved schools or institutions and shall be available upon request for review by students, parents, and the public. The following are approved schools:

- (1) Schools that are members of the National University Continuing Education Association or accredited by the Distance Education and Training Council;
- (2) Community colleges, technical colleges, four-year colleges and universities, and approved private schools in Washington state; and
- (3) Other schools or institutions, including electronically mediated schools or programs, which are approved, after evaluation of a particular course offering, by the school district.

WAC 180-51-110 Equivalency credit for alternative learning experiences, non-high school courses, electronically mediated courses, work experience, and challenges.

The board of directors of a district offering a high school diploma shall adopt written policies providing for the granting of high school graduation credit for alternative learning experiences, non-high school courses, work experience, and challenges. High school credits may be given for, but not limited to, the following:

- (1) Planned learning experiences conducted away from the school under the supervision or with the approval of the school and linked to one or more of the state learning goals and related essential academic learning requirements;
- (2) Work experience on the basis that four hundred five hours of work experience equals one credit;
- (3) National guard high school career training;
- (4) Postsecondary courses in accredited colleges and universities. In the case of courses taken under the statutory running start option under RCW [28A.600.300](#) through [28A.600.400](#), the district shall award high school credit pursuant to RCW [28A.230.090\(6\)](#);
- (5) Courses in accredited or approved technical colleges;
- (6) Correspondence courses from accredited colleges and universities or schools approved by the National University Education Association or the Distance Education and Training Council;
- (7) Electronically mediated courses meeting standards which shall be adopted by written policy by the school district, or standards adopted by the Northwest Association of Schools and Colleges, or the Distance Education and Training Council, or the Commission for International and Trans-regional Accreditation;
- (8) Other courses offered by any school or institution if specifically approved for credit by the district; and
- (9) **Credit based on competency testing, in lieu of enrollment or taking specific courses, may be granted by the district.**