

Policy 4030: Graduation Requirements

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I. Purpose

- A. This policy establishes the requirements for earning a high school diploma from Albany County School District #1 and the methods for satisfying and documenting those requirements.

II. Definitions

- A. "Common Core of Knowledge" (W.S. 21-9-101(b)(i)) means areas of knowledge each student is expected to acquire through the state standards at levels established by the state board of education.
- B. "Common Core of Skills" (W.S. 21-9-101(b)(iii)) means skills each student is expected to demonstrate at levels established by the state board of education. These skills may be integrated into the uniform student content and performance standards for the Common Core of Knowledge.
- C. "Content Standards" means the content knowledge and skill students are expected to know and be able to do by the end of the grade level or grade band. These standards are established for the Common Core of Knowledge and Common Core of Skills.
- D. "Functional Equivalent" means a course that is aligned to the state standards and is as rigorous as or more rigorous than a college- or career- preparatory course taken in high school.
- E. "Competency-based Equivalency Examinations" means an ongoing process that includes collecting, synthesizing, and interpreting information about what students know (knowledge) and are able to do (skills).
- F. "Post Graduation Pathway" means a pathway for establishing the knowledge and skills requisite for enlistment, employment, or enrollment following graduation.
- G. "School Year of Coursework" means one full-year high school credit in the applicable subject area. The requirement may be satisfied through coursework or another approved credit option under this policy. Coursework credit and semesters of attendance are separate requirements.
- H. "Learning Progressions" means locally defined, increasingly complex, descriptions of competency aligned to the graduation standards.

III. Requirements for a High School Diploma

- A. To earn a high school diploma from Albany County School District #1, a student must successfully complete the coursework and credits required for the student's high school, demonstrate the applicable Wyoming High School Graduation Standards as provided in this policy and meet the attendance requirements or obtain a Board-approved exception, including early graduation. Successful completion shall be determined and documented as provided in this policy.
- B. The Wyoming High School Graduation Standards established in this policy apply beginning with students entering ninth grade in the 2027-28 school year. Students who entered ninth grade before that school year shall continue to be subject to the graduation requirements applicable to their cohort.

IV. Coursework and Credit Requirements

A. State Minimum Coursework

- 1. State minimum coursework requirements include successful completion of the following components, as evidenced by passing grades or successful performance on competency-based equivalency examinations. Qualifying courses completed before ninth grade may satisfy these requirements as provided in this policy:
 - a. Four (4) school years of English;

- b. Three (3) school years of mathematics;
 - c. Three (3) school years of science; and
 - d. Three (3) school years of social studies, including history, American government and economic systems and institutions. Business instructors may instruct classes on economic systems and institutions.
 - e. Students shall satisfactorily pass an examination on the principles of the Constitutions of the United States and the State of Wyoming as defined in W.S. §21-9-102.
2. The school-specific requirements below include the state minimum coursework requirements. Credits accepted under the Options for Earning Graduation Credit section, including qualifying courses completed before ninth grade, may satisfy the applicable subject-area and total-credit requirements.

B. Laramie High School

1. Graduation requirements are twenty-five (25) credits. Students may earn course credits through courses offered through Laramie High School or other credit options permitted by this policy. Credits earned must include the following.
- a. **Required Coursework**
 - i. English: Four (4) credits;
 - 1. English 9 (one (1) credit)
 - 2. English 10 (one (1) credit)
 - 3. English 11 (one (1) credit)
 - 4. English 12 (one (1) credit)
 - ii. Science: Three (3) credits;
 - 1. Life Science (one (1) credit)
 - 2. Physical Science (one (1) credit)
 - 3. One elective course (one (1) credit)
 - iii. Mathematics: Three (3) credits;
 - 1. Algebra I (one (1) credit)
 - 2. Geometry (one (1) credit)
 - 3. Algebra II (one (1) credit)
 - iv. Social Studies: Three (3) credits;
 - 1. United States (US) Studies (one (1) credit)
 - 2. World Studies (one (1) credit)
 - 3. Civics (one (1) credit)
 - v. Physical Education: One and one-half (1.5) credits;
 - vi. Health: One-half (.5) credit.
 - b. **Elective Requirements**
 - i. Two (2) credits in Fine Arts, Career and Technical Education, or a combination of both; or two (2) credits in sequenced World Language courses; and
 - ii. Eight (8) credits of high school/college courses.

C. Rock River High School

1. Graduation requirements are twenty-five (25) credits. Students may earn course credit

through courses offered through Rock River High School or other credit options permitted by this policy. Credits earned must include the following.

a. **Required Coursework**

i. English: Four (4) credits;

1. English 9/10 (one (1) credit)
2. 9/10 Elective (one (1) credit)
3. English 11/12 (one (1) credit)
4. 11/12 Elective (one (1) credit)

ii. Science: Three (3) credits;

1. Life Science (one-half (.5) credit)
2. Earth/Space Science (one-half (.5) credit)
3. Physical Science (one (1) credit)
4. One elective course (one (1) credit)

iii. Mathematics: Three (3) credits;

1. Algebra I (one (1) credit)
2. Geometry (one (1) credit)
3. Advanced Mathematics (one (1) credit)

iv. Social Studies: Three (3) credits;

1. United States (US) Studies (one (1) credit)
2. World Studies (one (1) credit)
3. Civics (one (1) credit)

v. Physical Education: One (1) credit;

vi. Health: One-half (.5) credit.

b. **Elective Requirements**

- i. Two (2) credits in Fine Arts, Career and Technical Education, or a combination of both; or two (2) credits in sequenced World Language courses; and
- ii. Eight and one-half (8.5) credits of high school/college courses.

D. **Whiting High School**

1. Graduation requirements are twenty-one (21) credits. Students may earn course credit through courses offered through Whiting High School or other credit options permitted by this policy. Students must meet the criteria of thirteen (13) credits in the core coursework and at least eight (8) elective credits which may include up to eight (8) credits of Workplace Experience to qualify for a diploma. Credits earned must include the following.

a. **Required Coursework**

- i. English: Four (4) credits;
- ii. Mathematics: Three (3) credits;
- iii. Social Studies: Three (3) credits;
- iv. Science: Three (3) credits.
- v. Successful completion of post-graduation pathway.

b. **Elective Requirements**

- i. Workplace Experience: Eight (8) credits/years (9-12); Electives: Eight (8)

credits/years (9-12); or a combination of both.

V. Options for Earning Graduation Credit

A. The following options may be used to satisfy coursework and credit requirements as provided below.

1. Courses Completed Before Ninth Grade

- a. Courses successfully completed before ninth grade may be applied toward the District's high school diploma requirements if they are aligned to the Wyoming Content and Performance Standards for grades nine (9) through twelve (12). Before awarding high school credit, the District shall verify the course's alignment and determine which graduation requirement the course satisfies.

2. Postsecondary Education Credit

- a. The District shall award academic credit toward its high school diploma requirements for successful completion of any course offered through a qualifying postsecondary education program under W.S. 21-20-201. The District shall determine whether the credit satisfies a specific subject-area requirement or an elective requirement and shall record the credit on the student's high school transcript.

3. Virtual or Online Learning

- a. Virtual or online learning may be accepted toward graduation provided that the credit is offered and satisfactorily completed through an accredited institution.

4. Functional Equivalents

- a. Functional equivalents may be used to satisfy coursework requirements as provided in this policy.

VI. Content and Graduation Standards

A. Content Standards and Core Content Areas

1. The District shall provide all students access to courses aligned with the Wyoming Content and Performance Standards for the Common Core of Knowledge and Common Core of Skills specified in W.S. 21-9-101(b)(i) and (iii), including the following core content areas:
 - a. Language Arts
 - b. Mathematics
 - c. Science
 - d. Social Studies
 - e. World Language
 - f. Computer Science
 - g. Health
 - h. Physical Education
 - a. Career and Technical Education
 - j. Fine/Performing Arts
2. Access to courses in all ten core content areas is a District educational-program obligation. Students are not required to complete coursework or separately demonstrate proficiency in every core content area to earn a diploma. Individual coursework and credit requirements are specified in the school-specific requirements above.
3. All areas listed in the Common Core of Knowledge and Common Core of Skills will be

embedded and integrated into the above ten (10) curricular areas. Albany County School District One hereby adopts the Wyoming Content and Performance Standards for each of the core content areas listed above as approved by the Wyoming State Board of Education.

B. Graduation Standards

1. In addition to the coursework and credit requirements described above, students shall demonstrate the following Wyoming High School Graduation Standards.
 - a. Mastery and application of foundational knowledge and skills, including the ability to transfer learning to more complex or unfamiliar situations or different content areas; and
 - b. Competency in at least one of the following areas:
 - i. Thinking critically and creatively to solve complex problems;
 - ii. Communicating effectively for different purposes, audiences, and media;
 - iii. Identifying and using credible sources of information to build knowledge and make decisions;
 - iv. Demonstrating strong interpersonal and collaboration skills;
 - v. Demonstrating curiosity, self-awareness, resilience, and a growth mindset; or
 - vi. Practicing effective work habits, including organization, time management, attention to detail, and follow-through.
2. The District shall provide learning experiences that meaningfully incorporate all graduation standards and opportunities for students to demonstrate competency in each of the six areas listed above. Student progress and successful performance shall be evaluated and documented through the District's learning progressions and District Assessment System, using the demonstration options and performance levels established under this policy.

VII. Demonstrating Successful Completion

A. Passing Grades and Performance Levels

1. For the purpose of satisfying high school diploma requirements, a passing grade for eligible coursework using letter grades is a minimum grade of D. For approved coursework using another grading system, a Pass or equivalent mark indicating successful completion shall satisfy the passing-grade requirement.
2. Successful completion of a course with a passing grade establishes achievement of the Wyoming High School Graduation Standards mapped to that course. The District's learning progressions and mapping of graduation standards to content standards, coursework, and assessments shall identify the graduation standards addressed by each course. A separate demonstration of those mapped standards is not required in addition to successful course completion.

B. Demonstration Options

1. Albany County School District #1 provides multiple pathways for students to demonstrate mastery of the graduation standards. Students may demonstrate achievement of the applicable graduation standards through any of the following options, to the extent those standards are mapped to the coursework or examination:
 - a. Earning a passing grade, as defined above, in coursework aligned to the Common Core of Knowledge and Common Core of Skills establishes achievement of the graduation standards mapped to that coursework;
 - b. Achieving a passing score on a district-approved equivalency examination; or
 - c. Successful completion of an approved dual or concurrent enrollment course.

C. **Evidence of Performance**

1. The District shall document evidence of student performance through its district assessment system for all coursework applied toward a high school diploma. The assessment system shall comply with W.S. 21-3-110(a)(xxiv) and Chapter 4 of the State Board of Education Rules. This evidence shall be used to determine whether students have successfully completed coursework and met the applicable state performance standards and graduation standards.

VIII. **Attendance and Early Graduation**

A. **Attendance Requirements**

1. Eight semesters of attendance (grades 9–12 inclusive) shall be a requirement for graduation, unless the Board of Education has approved early graduation or another exception. Full-time attendance is required to earn credit for attendance. With Board approval, building principals may implement procedures for allowing students to attend less than full-time. In no case may a student attend less than half time and receive credit for attendance. Exceptions to the attendance requirements may be made only by the Board of Education.
2. Credits for courses completed through homeschooling may be applied toward the District's high school diploma requirements upon District verification that the completed coursework aligns with the content and performance standards associated with the corresponding District course. The District shall determine the amount of credit awarded and the graduation requirement it satisfied. Credit shall be based on verified coursework alignment and successful completion, rather than the length of time the student was homeschooled.
3. Participation in approved postsecondary, virtual, or online coursework may be counted toward attendance to the extent it forms part of the student's approved full-time or Board-approved part-time program. Awarding credit for coursework completed before ninth grade, a functional equivalent, or an equivalency examination does not, by itself, satisfy a semester of attendance or waive the attendance requirement. Any exception remains subject to Board approval.

B. **Early Graduation**

1. Students may submit a request for early graduation to the school board if they meet all graduation requirements upon departure from the high school. Written requests must be submitted through the high school principal and final school board approval must be granted.

IX. **Student Planning and Progress Monitoring**

A. **Student Success Plans**

1. Albany County School District #1 requires the ongoing development and documentation of a Student Success Plan for all high school students.
2. School counselors, advisory staff, or administrators shall facilitate this process utilizing district-approved college and career platforms.
3. Each Student Success Plan shall document:
 - a. A sequence of coursework fulfilling district graduation requirements;
 - b. Identified career interests and postsecondary goals; and
 - c. Coursework and learning opportunities for the student to meet state performance standards and graduation standards and develop the skills and knowledge needed to achieve the student's postsecondary goals.

B. **Learning Progressions**

1. The district shall monitor student progress on the Wyoming High School Graduation Standards through established learning progressions.
2. The district's mapping process aligns core coursework and local assessments directly to the

- content and performance standards and graduation standards.
3. The mapping process documents how students systematically progress toward mastery of the standards across grades nine (9) through twelve (12).
 4. Student progress toward mastery shall be periodically measured through the District Assessment System.

C. **Graduation Planning for Students with Disabilities**

1. An Individualized Education Program (IEP) shall be developed and implemented, in accordance with IDEA and District policy, for each student eligible for special education and related services under IDEA.
 - a. The IEP Team shall address the following matters in graduation and transition planning:
 - i. Transition Assessments, Postsecondary Goals, Career/Employment Goals, and Independent Living Goals if warranted;
 - ii. Course of Study to reach postsecondary goals;
 - iii. Projected date of graduation or program completion; and
 - iv. Whether the student is working toward a regular high school diploma or a certificate of completion.
 - b. A regular high school diploma shall be awarded upon satisfaction of the applicable diploma requirements in this policy, with the accommodations and services required by the student's IEP. A certificate of completion may be awarded only in accordance with Chapter 1 of the State Board of Education Rules governing certificates of completion and the student's individualized plan. A certificate of completion is not a regular high school diploma. Special education administration shall implement the applicable planning, notice, and completion procedures.

XI. **Course Offerings and Curriculum Guides**

- A. Specific course offerings identified as part of the program of study within each content area will be outlined in the Curriculum Guide, and will be reviewed and approved by the Board of Trustees.
- B. High school teachers and administration are encouraged to explore various new course offerings to meet the needs of students. The school board will approve the Curriculum Guide for each high school in the month prior to the beginning of each semester.
- C. The District shall maintain and publish the coursework eligible to satisfy graduation requirements through its curriculum guides. Eligible coursework shall align with applicable state standards and graduation standards and provide a logical sequence for progression from year to year.

Definitions

1. "Common Core of Knowledge"(W.S. 21-9-101(b)(i) means areas of knowledge each student is expected to acquire through the state standards at levels established by the state board of education.
2. "Common Core of Skills" (W.S. 21-9-101(b)(iii) means skills each student is expected to demonstrate at levels established by the state board of education. These skills may be integrated into the uniform student content and performance standards for the Common Core of Knowledge.
3. "Content Standards" means the content knowledge and skill students are expected to know and be able to do by the end of the grade level or grade band. These standards are established for the Common Core of Knowledge and Common Core of Skills.
4. "Functional Equivalent" means a course that is aligned to the state standards and is as rigorous as or more

rigorous than a college- or career- preparatory course taken in high school.

5. "Competency-based Equivalency Examinations" means an ongoing process that includes collecting, synthesizing, and interpreting information about what students know (knowledge) and are able to do (skills).
6. School Years of English/Mathematics/Science/and Social Studies. With reference to Chapter 31, "school years" is defined as the credit earned during a school year which is synonymous with a Carnegie Unit of study that reflects the instructional time provided in a class calculated by multiplying the number of minutes a district uses for a class by the number of pupil-teacher contact days in the district calendar as approved by the state board of education.

High School Diploma State Requirements

1. Requirements for earning a high school diploma from any high school within any school district of this state shall include: The successful completion of the following components in grades nine (9) through twelve (12), as evidenced by passing grades or by the successful performance on competency-based equivalency examinations:
 - a. Four (4) school years of English;
 - b. Three (3) school years of mathematics;
 - c. Three (3) school years of science; and
 - d. Three (3) school years of social studies, including history, American government and economic systems and institutions. Business instructors may instruct classes on economic systems and institutions.
2. Satisfactorily passing an examination on the principles of the Constitutions of the United States and the State of Wyoming as defined in W.S. §21-9-1023.

Standards-based Requirements

1. Albany County Schools' students must demonstrate mastery of the Wyoming High School Graduation Standards, and content and performance standards in the Common Core of Knowledge and Common Core of Skills specified in Wyoming Statutes (W.S. 21-9-101(b)(i) and (iii))⁴. To fulfill this requirement in accordance with the Wyoming Department of Education's regulations, students must demonstrate proficiency, related to the Wyoming Content and Performance Standards and High School Graduation Standards in the following areas of knowledge and skills⁵:

Core Content Areas Language Arts Mathematics Science Social Studies World Language Computer Science Health Physical Education Career and Technical Education Fine/Performing Arts All students in ACSD#1, regardless of the school in which they are enrolled, shall have access to courses that are aligned with the core content areas defined in the Wyoming state standards. All areas listed in the Common Core of Knowledge and Common Core of Skills will be embedded and integrated into the above ten (10) curricular areas. Albany County School District One hereby adopts the Wyoming Content and Performance Standards for each of the core content areas listed above as approved by the Wyoming State Board of Education. District High School Credit Requirements — Laramie High School Graduation Requirements are twenty-five (25) credits earned in grades 9, 10, 11, and 12. Students may earn course credits through courses offered through Laramie High School, or a functional equivalent. Credits earned must include the following. Core Content requirements include:

1. English: Four (4) credits/years (9–12);
 - a. English 9 (one (1) credit)
 - b. English 10 (one (1) credit)
 - c. English 11 (one (1) credit)
 - d. English 12 (one (1) credit)
2. Science: Three (3) credits/years (9–12);
 - a. Life Science (one (1) credit)
 - b. Physical Science (one (1) credit)
 - c. One additional course (one (1) credit)
3. Math: Three (3) credits/years (9–12);

- a. Algebra I (one (1) credit)
- b. Geometry (one (1) credit)
- c. Algebra II (one (1) credit)
- 4. Social Studies: Three (3) credits/years (9–12);
 - a. United States (US) Studies (one (1) credit)
 - b. World Studies (one (1) credit)
 - c. Civics (one (1) credit)
- 5. Physical Education: One and a half (1.5) credits/years (9–12);
- 6. Health: One-half (.5) credits/years (9–12).

Elective requirements include:

- 1. Two (2) credits/years of either Fine Arts or Career and Technical Education or two (2) sequenced years of a World Language; and
- 2. Eight (8) credits/years of high school/college courses (9–12).

Specific course offerings identified as part of the program of study within each content area will be outlined in the Curriculum Guide, and will be reviewed and approved annually by the Board of Trustees. District High School Credit Requirements — Rock River High School Graduation Requirements are twenty-five (25) credits earned in grades 9, 10, 11, and 12, which will include the following. Core content requirements include:

- 1. English: Four (4) credits/years (9–12);
 - a. English 9/10 (one (1) credit)
 - b. 9/10 Elective (one (1) credit)
 - c. English 11/12 (one (1) credit)
- 2. Science: Three (3) credits/years (9–12);
 - a. Life Science (one-half (.5) credit)
 - b. Earth/Space Science (one-half (.5) credit)
 - c. Physical Science (one (1) credit)
 - d. One additional course (one (1) credit)
- 3. Math: Three (3) credits/years (9–12);
 - a. Algebra I (one (1) credit)
 - b. Geometry (one (1) credit)
 - c. Advanced Math (one (1) credit)
- 4. Social Studies: Three (3) credits/years (9–12);
 - a. United States (US) Studies (one (1) credit)
 - b. World Studies (one (1) credit)
 - c. Civics (one (1) credit)
- 5. Physical Education: One (1.5) credit/year (9–12);
- 6. Health: One-half (.5) credits/years (9–12).

Elective requirements include:

- 7. Two (2) credits/years of either Fine Arts or Career and Technical Education or two (2) sequenced years of World Language; and
- 8. Eight (8) credits/years of high school/college course (9–12).

District High School Credit Requirements — Whiting High School Graduation Requirements are twenty-one (21) credits earned in grades 9, 10, 11, and 12. The student must meet the criteria of thirteen (13) credits in the core and at least eight (8) elective credits which may include up to eight (8) credits of Workplace Experience to qualify for a diploma. Core content requirements include:

- 1. English: Four (4) credits/years (9–12);
- 2. Math: Three (3) credits/years (9–12);
- 3. Social Studies: Three (3) credits/years (9–12);
- 4. Science: Three (3) credits/years (9–12);

5. Successful completion of a post-graduation pathway (9-12)

Elective requirements include:

6. Workplace Experience: Eight (8) credits/years (9-12); Electives: Eight (8) credits/years (9-12); or a combination of both.

Alternative Credit Options Virtual or online learning may be accepted toward graduation provided that the credit is offered and satisfactorily completed through an accredited institution. New Course Offerings and Curriculum Guide Review High school teachers and administration are encouraged to explore various new course offerings to meet the needs of students. New courses must be submitted for approval by December 1st for inclusion of the program of study for the following year. The school board will approve the Curriculum Guide for each high school in the month prior to the beginning of each semester. Attendance Requirement Eight semesters of attendance (grades 9-12 inclusive) shall be a requirement for graduation, unless the school board has approved an application for early graduation. Full-time attendance is required to earn credit for attendance. With Board approval, building principals may implement procedures for allowing students to attend less than full-time. In no case may a student attend less than half time and receive credit for attendance. Exceptions to the attendance requirements may be made only by the Board of Education. In order to earn a diploma from Laramie High School, Whiting High School, or Rock River High School, homeschooling students must meet the attendance requirement for the number of semesters of full-time attendance. Early Graduation Students may submit a request for early graduation to the school board if they meet all graduation requirements upon departure from the high school. Written requests must be submitted through the high school principal six (6) months prior to the intended date of early graduation, and final school board approval must be granted prior to students entering their final semester of attendance. Special Education Graduation Requirements

1. An Individual Education Program (IEP) may be developed by an IEP Team, in compliance with District policy, for each child with an IDEA recognized disability who require specialized instruction.
 2. The IEP Team shall address the following requirements for graduation:
 - a. Transition Assessments, Postsecondary Goals, Career/Employment Goals, and Independent Living Goals if warranted;
 - b. Course of Study to reach postsecondary goals;
 - c. Projected date of graduation or program completion; and
 - d. Whether student will obtain a diploma or certificate
-