

MEDFORD AREA PUBLIC SCHOOL DISTRICT

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DATE REVISED: June 17, 1993	POLICY TITLE: GRADUATION
DATE REVISED: December 21, 2000	REQUIREMENTS
DATE REVISED: February 15, 2001	AND GED OPTION #2
DATE REVISED: April 19, 2001	
DATE REVISED: September 19, 2002	
DATE REVISED: March 17, 2003	
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DATE REVISED: July 19, 2007	
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DATE REVISED: May 20, 2019	

Specific requirements for graduation from Medford Area Public School District (MAPSD) will be published each year in the Medford Area Senior High Handbook. Any changes in the requirements shall be approved by the MAPSD Board of Education (BOE) prior to implementation.

In order for a student to graduate from MAPSD, the student must complete 23.75 credits of study. Of these credits, 15 are required by state statute: 4 credits in English/Language Arts, 3 in Social Studies, 3 in Mathematics, 3 in Science, 1.5 in Physical Education, and .5 in Health Education along with the Civics Test Requirement. In addition, the district requires .25 of Life Management, .5 credit of Financial Literacy, .5 credit of Vocational Education and .5 credits of Fine Arts.

In addition to the 23.75 credits of study required to graduate, students will complete 20 hours total of community service to be recorded over the student's high school career. Required community service hours will be prorated by graduating class; Class of 2020 will serve 5 hours, Class of 2021 will serve 10 hours, Class of 2022 will serve 15 hours, all graduating classes beginning with the class of 2023 will serve 20 hours of community service. Any student moving into the district will have their hours prorated accordingly. Community service hours are subject to the following guidelines:

- Service hours must be fulfilled outside school hours, unless approved by administration.
- The service may not be performed for a relative.
- The service shall be performed without a material reward.
- Attending meetings or being on committees will not qualify as service hours.
- Service hours meeting class requirements will not qualify.
- Students may not use court-ordered community service hours to fulfill the graduation requirement.

Students must be enrolled for four years of high school. Students must have enrolled in a class or have participated in a board-approved activity for each class period of each day or under the direction of a district-approved Individualized Education Program (IEP) or the competency-based alternative educational program.

Study abroad programs which have received prior board approval may be substituted for one of the required four years of enrollment. Students will be required to meet the MAPSD graduation requirements. Coursework and grades earned by resident students as a result of district-approved study abroad programs will be reviewed by the building principal and school counselors to determine if they reflect comparable local coursework requirements. If comparable, that coursework will be incorporated into the transcript being noted as earned outside of the district on a pass/ fail basis and will apply toward graduation requirements. Such coursework will not be used in determining the student's GPA.

Graduation Requirements for the Medford Alternative High School (MAHS)

Competency-Based Curriculum

High school credits will be reviewed to determine the necessary courses that must be completed for a student to meet the following graduation requirements. In order for a student to graduate and receive a diploma while attending MAHS program, the student must complete:

- Eight semesters of English.
- Six semesters of Social Studies/Social Studies elective.
- Six semesters of Science, including two semesters of physical science and biology, one semester of Chemistry and one semester of a science elective.
- Six semesters of Mathematics.
- Three semesters of Physical Education.
- One semester of Health.
- One semester of Financial Literacy/Consumer Math.
- One semester of College/Career Readiness
- One semester of Employability Skills.
- Five semesters of Electives.
- Other Required Competencies.
 - Civics Exam
 - CPR Course
 - Service Learning/Community Service (20 hours per year).
 - Work Experience: MAHS students are required to complete 15 work hours per week while enrolled in the Alternative School.

Early Graduation Consideration for Competency Based Curriculum:

Students who intend to graduate in less than four years of high school must meet the requirements listed below:

- Students must complete a minimum of three years of high school and be 17 years of age.
- Students must meet all graduation requirements as outlined above.
- Students must notify administration that they intend to graduate early by completing and submitting the required form 30 days in advance.
- Students will be allowed to participate in the next commencement exercise after graduation.

The General Education Development Option #2

The General Education Development Option #2 (GEDO #2) allows authorized school districts to use the GED test battery to measure proficiency in lieu of high school credit for students enrolled in an alternative education program. In order for a student to graduate from MAPSD with a GED Option #2 diploma, the student must:

- Pass four (4) GED tests (Reasoning through Language Arts, Mathematical Reasoning, Science, and Social Studies) with a score of 145 on each individual test; Medford School District requires that the students take and pass all of the tests or meet the district's credit requirements for each subject area. For example, a student who has adequate credits in math and science must only take the language arts and social studies tests.
- Be at least 17 years of age and be a senior in high school.
- Be at least one year behind their 9th grade class in credits earned.
- Be able to demonstrate an ability to read at or above the 9th grade level or be required to spend additional time on literacy skills.
- Complete College/Career Readiness.
- Complete Employability Class.
- Complete Health requirements.
- Complete Financial Literacy/Consumer Class.
- Complete Civics requirements.
- Complete any additional competencies contained within their instructional plan.
- Complete 15 work hours per week while enrolled in MAHS.

Early Graduation Consideration for GEDO #2:

Wisconsin requires all students to wait until three weeks before their 9th grade class graduates or until they are 18.5 to finish the last test as part of GEDO #2 Program. However, some students have strong reasons, justification, or need to finish testing early, so age waivers for complete testing early can be requested from the state GED/HSED by the administrator. These requests are granted on a very limited basis.

Students who intend to graduate in less than 4 years of high school must request an age waiver and meet the requirements listed below:

- Students must complete a minimum of 3 years of high school and be 17 years of age.
- Students must meet all graduation requirements as outlined above.

- Students must notify the administration/alternative education instructor that they intend to graduate early by completing and submitting the required form.
- Students will be allowed to participate in the next commencement exercise after graduation.

The district administrator or their designee shall be responsible for the general supervision and management of the graduation policy. The district administrator or his/her designee shall determine whether a student has satisfied the criteria in this policy. High school graduation decisions may be appealed to the district administrator. In the event that there is a disagreement regarding the procedure followed to determine the student's eligibility for a diploma, it may be appealed to the BOE for a final determination.

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CROSS REFERENCE: IGBH, IGCG

LEGAL REFERENCE: 118.33, 121.02(l)(p) Wis. Stats. & PI 18, Wis. Admin. Code, WI Act 63



Medford Area Senior High Community Service Verification Form

Students will complete twenty hours of community service over their high school career. Required community service hours will be prorated by graduating class:

- Class of 2020 will serve 5 hours
- Class of 2021 will serve 10 hours
- Class of 2022 will serve 15 hours
- Class of 2023 and subsequent classes will serve 20 hours
- Any student moving into the district will have their hours prorated accordingly.

Student Name: _____ Grade: _____ Number of Hours: _____

Name of Agency/Organization: _____ Date of Experience: _____

Describe the service activities performed:

Name of agency/organization representative (please print): _____

Phone number of representative: _____

Agency representative signature: _____ Date: _____

Student signature: _____ Date: _____

Parent/Guardian signature: _____ Date: _____

Submit this completed form to your school counselor.

Guidelines for eligible community service activities

Community services hours are subject to the following guidelines:

1. Service hours must be fulfilled outside school hours.
2. The service may not be performed for a relative.
3. The service shall be performed without a material reward.
4. Attending meetings or being on committees will not qualify as service hours.
5. Service hours meeting class requirements will not qualify.
6. Students may not use court-ordered community service hours to fulfill the graduation requirement.

If you have any questions about the eligibility of the activity, get it pre-approved by administration.

Competency Based Early Graduation Application

Student Name _____

Date of Birth _____

Grade Level _____

- Student has submitted a written letter stating the purpose for early graduation 30 days in advance of graduation (attached).

Date Received _____

- Parent/guardian has submitted a letter of request in support of their child graduating early (attached).

Date Received _____

- A meeting between the student, parent/guardian, administration, alternative education teacher and school counselor has been conducted to discuss early graduation.

Date of Meeting _____

- Student and parent/guardian have been informed of the commencement ceremony details.

Date _____

Early Graduation has been:

- Approved
 Denied

School Administrator

GEDO #2 Early Graduation Application

Student Name _____

Grade Level _____

Date of Birth _____

- Student composes a written letter addressed to the Chief Examiner at NTC (attached).

Date Received _____

- Teacher or principal has written a letter of request in support of the student age waiver request (attached).

Date Received _____

- Student has submitted two letters of recommendation for early graduation (attached).

Date Received _____

- A meeting between student, administration, alternative education teacher and school counselor has been conducted to discuss early graduation.

Date of Meeting _____

- Student and parent(s)/guardian(s) have been informed of the commencement ceremony details.

Date _____

- Student has submitted the attached letters to the Chief Examiner at NTC.

Date _____

Subject	Completed
Reasoning Through Language Arts (Required 145 or above)	Score:
Mathematical Reasoning (Required 145 or above)	Score:
Science (Required 145 or above)	Score:
Social Studies (Required 145 or above)	Score:
Health	
Civics	
Financial Literacy	
CPR/First Aid	
College and Career Readiness	
Employment	
Work Study	