

OLYMPIA HIGH SCHOOL ACADEMIC POLICIES

Revised: 10/09

GRADING SYSTEM: Beginning with the class of 1990, the following grading system is in use at Olympia High School:

A = 4.0	B+ = 3.3	C+ = 2.3	D+ = 1.3
A- = 3.7	B = 3.0	C = 2.0	D = 1.0
B+ = 3.3	B- = 2.7	C- = 1.7	F = 0

SPECIAL GRADE SYMBOLS:

I (Incomplete) - The awarding of an Incomplete is a teacher option where extenuating circumstances (i.e. illness, etc.) have prevented a student from completing work. It is the responsibility of the student to make arrangements with the teacher to complete the necessary work in a timely manner for the awarding of credit and a grade. Students are allowed one semester to make up work for Incompletes. Grade will automatically be changed to an "F" if not completed by the end of the next semester.

S (Satisfactory) - An "S" grade may be awarded in special circumstances by a teacher who feels that a student has put forth full effort in a class, but has failed to perform at a satisfactory level to receive a "D" grade. Receiving an "S" grade means that the student passed the course at a "D minus" level. Before awarding an "S" the *teacher must receive approval from the counselor or an administrator*. Note: "S" grades are not acceptable on high school transcript by NCAA for athletic eligibility.

P – (Pass) May be awarded in ASB Leadership/Student Government, Keyboarding, Health & Fitness, Social Affective Block (Alternative Program) and/or approval from counselor or administrator.

WF - A student who withdraws from a class after the 10th day of the first semester or the 5th day for second semester will receive a WF (withdraw fail). If special circumstances exist, the student may appeal the rule by presenting a written request to counselor. Such requests are reviewed by the counseling committee, which makes a recommendation with input from teacher to the administration for either a W/F or a W/NC.

W/NC - [withdraw no credit] (no effect on grade point average).

NC – No Credit; Awarded for a variety of reasons based on a case-by-case basis.

Audit (no credit) - Requires special arrangement between teacher, student and Counseling Department.

GRADE APPEALS: A student who wishes to appeal a grade received in a class must initiate the appeal process before the end of the following semester.

LATE ENROLLMENT IN COURSES: Students enrolling in a course prior to the 20th day of classes will receive full semester credit. A student enrolling during the first five days of the second half of the semester may receive .25 credit (1/2 credit) per class. After the fifth day of the second quarter, enrollment will be for no credit. The following chart indicates credit options by weeks during a semester:

PARTIAL CREDIT CHART FOR NEW STUDENT ENROLLMENT

ENROLLMENT DATES AND CREDIT

Transfer student = .5 credit (full credit)

Student can enroll for full credit through the 20th day of semester

After 20th day of semester = .25 credit

After 50th day of semester = NO CREDIT

CREDIT FOR HIGH SCHOOL CLASSES TAKEN PRIOR TO 9TH GRADE: Algebra 1 and higher math classes are classes that have been approved for high school credit, but parents or students need to ask that these classes be added to their child's high school transcript. Grades are recorded as "P" for pass.

ENGLISH DEPARTMENT POLICIES:

Initially students must complete their 6 semesters of required English in the following way:

- 9th English - 1 year
- 10th English - 1 year
- 11th English - 1 year

Students wishing to take additional English courses may do so as electives. (Drama, Journalism, Advanced Drama.) Colleges, however, will not accept these courses as part of the four-year English requirement for admission. Students who fail a full year of English 9, 10, or 11 must repeat the course, and cannot move forward in the course progression until completion of both semesters. Students cannot take senior English unless they have completed two semesters of 9th, 10th, and 11th grade English. Beginning with the 07-08 school year, students who fail one semester of English 9, 10, or 11 must repeat the class, attend summer school, or take an on-line class to make up the missing credit.

HEALTH & FITNESS DEPARTMENT POLICIES: Each high school student is required to take 2 credits of Health and Fitness as a graduation requirement. Starting with the class of 2010 ninth graders who fail Health and/or Fitness for Life must repeat the classes. The repeat course (starting 2009-10) is called Health/Wellness for 10-12 students or students can take the on-line APEX course at OHS.

All 9th graders shall be enrolled in a one (1) credit one-year course of study in Health and Fitness. Ninth graders who fail the required Health class and/or the required Fitness for Life class, will adhere to the following:

1. If a 9th grader fails Health, that student must repeat the required 9th grade Health class.
2. If a 9th grader fails the Fitness for Life class, that student must repeat the required Fitness for Life class.
3. Students who fail Health and/or Fitness for Life may repeat the class or classes as a 10th, 11th or 12th grader.

Petitions for a waiver of the second credit of P.E. requirement for graduation will be accepted from students for the following reason:

1. Medical - The student must present a statement to their counselor from a physician indicating a physical condition which prohibits participation in a physical education program and for the amount of time to be waived.
2. Academic Waiver - Students who have taken a continuous full load of academic classes may be eligible for a PE waiver. Students may apply and receive a waiver for all or part of the second year of the PE portion of the requirement. Students who will do other activities to fulfill the fitness requirement such as sports or fitness lessons and are interested in a waiver need to meet with their counselor. The Fitness Requirement Waiver Form must be completed and submitted to the school counselor at the end of their junior year. For more specific information see OSD Policy #2127. (http://osd.wednet.edu/for_students/health_and_fitness/fitnessfaq)

MATH DEPARTMENT POLICIES: Students are assigned math classes based on their level, which must be taken in sequence. Students must pass first semester to continue in a math class second semester.

MUSIC DEPARTMENT POLICIES: Effective second semester 1987-88, students in the ensemble groups (Chamber Choir, Chamber Orchestra, Jazz Band) receives .25 or .5 credit per semester. [Note: If 0-hour class meets five days for 50 minutes, a .50 can be given.]

SCIENCE DEPARTMENT POLICIES: Students are expected to pass Physical Science and Biology to meet Washington State Grade Level Expectations. Students that do not pass Physical Science will be required to take the class again. General Science is not a credit retrieval class for Physical Science. Incoming 9th graders may apply for a waiver for Physical Science by passing a Physical Science

Competency exam in the spring of their 8th grade year. Students who successfully pass the exam can be enrolled in Honors Biology. The Physical Science waiver is contingent on the successful completion of four years of science including physics and chemistry.

SOCIAL STUDIES DEPARTMENT - Washington State History: Beginning with the Class of 2001 students who have completed and passed a course of study in state history and government from another state in grades 7-12 may have the Washington State history requirement waived. Students who have not met their Washington State History requirement in middle school must complete a course to graduate. Counselors can help students access the independent study course.

INTEGRATED LEARNING:

Courses used for Integrated Learning/Alternative Classes include:

- Integrated Learning
- Essentials Block classes for 9th graders
- Experiential Learning / Social Skills
- Social Affective Block

Counselors will give integrated teacher information about class retrieval or requirement needed for Integrated Learning Classes. Students should see counselor regarding credit retrieval using on-line courses. Programs may change from year to year.

SPECIAL SERVICES DEPARTMENT - Students who have special needs will meet with special education department for Individualized Education Plans. Students in Classical Opportunity Room (COR) must declare course equivalent to counselor prior to enrollment.

504 ACCOMMODATIONS - Initial concerns for students needing a 504 Accommodation Plan will meet with 504 Administrator or Coordinator to review procedures.

CROSS-CREDIT COURSE OPTIONS: The following courses may be used to satisfy graduation requirements as indicated. (Consult course catalog for other classes not listed.)

- Photography = arts or occupational education
 - Visual Art = arts or occupational education
 - Accounting = occupational education or math
 - Applied Microbiology = occupational education or science
 - Human Anatomy/Sports Medicine = occupational education or science
 - Material Science Technology A & B (1.0) = .50 occupational ed + .50 science
or 1.0 occupational education
 - Library Assistant = occupational education
 - Advanced Marketing/Economics = .50 economics
 - Technical Theatre Training = occupational education
 - Journalism = occupational education
 - Advanced Theater = occupational education
 - Annual Staff = occupational education
 - Dance = health & fitness or arts
- (See course catalog for other occupational education options.)

It is the responsibility of the student to communicate directly with the registrar or counselor in having the above requirement options recorded on the student's transcript.

T.A. CREDIT: Teacher assistants will normally receive .25 credit per semester of involvement with the following exceptions: Beginning with the 1989-90 school year individual teachers may award full .50 credit for specific student T.A.'s at the conclusion of each semester. The following T.A. positions shall regularly receive .50 credit per semester: office T.A., counseling center T.A., attendance center T.A.) No more than four (4) T.A. experiences (4 semesters, regardless of credit) may be applied toward graduation.

REPEATING COURSES: Courses can be repeated for skills and grade improvement. Repeats can result in additional credit. Repeated courses must be in sequence of the most recently completed course. The following courses may be taken more than once for additional credit:

Art Department - All "Advanced" courses

Senior Studio

Business Department -

Adv. Computer Applications

Adv. Keyboarding

Store Management

Work Based Learning

Annual Staff

English Department - Advanced Drama

Journalism

Family & Consumer Sci – Advanced ECE

Foreign Language – None (except for sequence repeats for better understanding)

Health & Fitness - All classes, except 9th grade PE (Intro to Fitness) and Health

Math – None (except for sequence repeats for better understanding.)

Music Department - All classes

Science Department - None

Social Studies Dept. - None

I.E.P. Department - Life Skills

Community Living Skills

Program for Life Experiences

Library and IT/Multimedia Departments -

Library Assistant

Technology Department-

Adv. Wood Technology

Cabinet Making

Auto Technology & Advanced Auto Tech

Telecommunications - Computer Technician (T.A.)

Audio Visual Technician (T.A.)

ONN

Miscellaneous – TA (note: maximum of 4 T.A. experiences allowed)

Integrated Learning - All with special permission from counselor

New Market Skills Center- All

CONTINUATION IN YEARLONG COURSES: A teacher or department may recommend a student not continue in the second semester of a yearlong course after failing the first semester.

WAIVER OF CREDIT: A waiver of credit less than .20 in subject area requirements for graduation purposes may be allowed if the student is taking a full load. Each situation may be handled on an individual basis via the counselor and principal.

INDEPENDENT STUDY APPLICATION PROCEDURE: Students wishing to receive credit for either Alternative Learning Experience (off campus study) or Independent Study (on campus study) must submit an application in advance of the proposed project. Each class must be under the supervision of an OHS teacher. (Students who choose Independent Study for Culminating Project do not need this form.)

HOME SCHOOL CREDIT: Any questions regarding the awarding of credit for Home School work should be referred to the assistant principal. The principal or assistant principal must approve prior home school credits before adding to OHS transcript for diploma. Students are required to submit a plan for all home school classes and sign a contract with the assistant principal. When completed the assistant principal will give grade and credit information to the registrar.

NEW MARKET VOCATIONAL SKILLS CREDIT:

OSD must review NMVSC curriculum prior to granting approval for cross credit. In addition to occupational education credit, approval for the following course equivalences [cross credit] has been granted in the past (based on full completion of each program):

- Cosmetology = .50 science
- Computer Support Tech = .50 science
- Financial Customer Services = .50 math
- Health Occupations = .50 science
- DigiPin Computer Science = 1.0 math, 1.0 art
- Professional Medical Careers = 1.0 Science, .5 Health
- Environmental Exploration = 1.0 Environmental Science, 1.0 Natural Science
- Commercial Graphic Design = 1.0 Fine Arts
- Emergency Services = 1.0 Physical Education, .5 Health

CREDIT FOR ARMED SERVICE EXPERIENCE: Students enlisting in an armed services basic training program can make arrangements through counselor for alternative learning credit. Example: Two credits can be earned over the summer for basic training.

POLICIES REGARDING HIGH SCHOOL CREDIT FOR COLLEGE COURSES: College course work shall be converted to annualized high school credit according to the following formula.

Quarter credits to Semester credits (college)	=	(high school)
5	=	1.0
4	=	.8
3	=	.6
2	=	.4
1	=	.2

Tech Prep courses offered at Olympia High School may receive credit at South Puget Sound Community College for students who receive a "B" or better grade.

Intro to Marketing and Advance Marketing/Economics	BUS 160
Computer Skills/Keyboarding A/B	CIS101 / CIS 150
Accounting I and II	CIS 107
Technical Comm/Adv Keyboarding & Bus Procedures	CIS 108 / CIS 136
Applied Business Tech	CIS108 / CIS 136
Child Development/Early Childhood Education	ECE 150
Human Anatomy/Sports Medicine	MED 103

Mathematics Courses at SPSCC which relate (in content) to OHS Courses:

- Pre Algebra = Basic Math 094
- Algebra 1A/B = Math 096 Basic/Introductory Algebra, Express
- Algebra 1A/B = Math 098 Elementary Algebra
- Geometry = No Equivalent
- Algebra 2 A/B = Math 099 Intermediate Algebra
- Pre Calculus A/B = Math 141/142
- Calculus A (first semester) = Math 151 Calculus I
- Calculus B (second semester) = Math 152 Calculus II
- Calculus B (second year first semester)= Math 153 Calculus III
- Calculus C (second year second semester) = Math 254 Calculus IV

Below are South Puget Sound Community College courses, which **Running Start** students may take to meet Olympia School District graduation requirements:

Running Start Olympia High School Course Equivalent Guide

OHS Subject Requirements

SPSCC Courses

English 11 (American Literature)
Fitness/Physical Education
Math*
Occupational Education

Science*
Social Studies
 Washington State History
 US History*
 World History*
Sr. Social Studies*

Fine Arts:

None: English 11 must be taken at OHS
Any PE Course offered
(See Mathematics Equivalents)
Any course 100 level or above with the following prefixes: AUTO, CAD, CAP, CAP, CIS, CAN, CNT, DENT, ECE, FPT, HORT, MED, LEGL, WELD
Science courses 100 or above

HIST214 (History of PNW)
HIST146, HIST147, HIST 148
HIST116, HIST117, HIST118
Take any two from the list: PSYC100, SOC101, ECON201, ECON202, POLS101, POLS202, POLS203
Follow the Higher Education Coordinating Board's definition for Fine Arts. See our website for information or visit your High School Counselor or Career Center Specialist.

*Two college quarters are needed to fulfill any one-year high school subject requirement.

RUNNING START POLICIES:

Students who meet academic qualifications can enter the Running Start by chronologically being in the 11th year of school, at age 16, and by earning 11+ credits on an accredited high school transcript. Students within their chronological 4 years can participate in Running Start for 2 years (6 qtrs).

See OHS Running Start information on-line or counselor for more specific information.

GRADUATION AND OTHER RELATED POLICIES:

ELIGIBILITY TO EARN OHS DIPLOMA: A senior needing less than one semester's worth of credit (i.e. usually 3.0 credits) to graduate, but who must transfer to another school, may still receive an OHS diploma provided all remaining requirements are met at the new school.

ELIGIBILITY TO PARTICIPATE IN COMMENCEMENT (Walk Policy): "In order to participate in the commencement ceremony in June, seniors must be enrolled in the proper number and type of courses by April 1 of their senior year, and must maintain satisfactory progress in classes and other mandated activities (WASL, HSPE, Culminating Project, High School & Beyond Plan), which will satisfy all graduation requirements. Summer school credits for seniors may not be planned to establish a student's eligibility to walk in the graduation ceremony."

HONOR GRAD ELIGIBILITY: In order to be considered an Honor Grad, a student must have a 3.5 overall G.P.A. through the 7th semester and be enrolled in classes necessary to complete all OHS courses required for graduation.

DIPLOMA POLICY: Beginning with the Class of 1995, the Olympia High School diploma issued to each student will reflect the school year in which the student completed all requirements for graduation. For example, a student receiving a 2010 OHS diploma must complete all course work by September 1, 2010. Credits completed after September 1, 2010, would result in a 2011 diploma.

SENIOR STATUS LETTER: At the beginning of the senior year, students in grade 12 receive a Senior Status Letter. It must be signed and returned to the Counseling Center. This notification fulfills two functions: confirms the student's graduation status including possible credit deficiencies from student and parent and indicates correct spelling of student's name for diploma.

STUDENT GRADUATION REPORT: Annually each student will be given a academic history report indicating progress student is making toward meeting high school graduation requirements as a part of the High School and Beyond Plan.

TRANSCRIPTS: Students may request transcripts at a cost of \$2.00 each payable to the Registrar. Transcripts take 48-hours to process.