

# ADMINISTRATIVE PROCEDURES OF THE MILWAUKEE PUBLIC SCHOOLS

## ADMINISTRATIVE PROCEDURE 7.34 FINAL EVIDENCE OF PROFICIENCY

- (1) Final evidence of proficiency shall be:
  - (a) an assessment given during the final school days of each semester to all students in grades 9-12, including a special schedule, with no more than ~~three~~ four periods per day for the last ~~three~~ two half-days of each semester;
  - (b) given in all courses;
  - (c) written, oral, comprehensive, and/or performable in nature, as is to be determined by the teacher with the approval of the principal following involvement of the departmental chairperson. Three weeks prior to the end of the current semester, teachers shall file with the principal a copy of the final evidence-of-proficiency plan;
  - (d) included in the final course grade in the same manner as is the body of proficiency evidence recorded during the duration of the semester;
  - (e) required of all students, with students being eligible to exercise exemptions under the following conditions:
    1. a course-evidence average of 85 percent or greater;
    2. no unexcused absences; and
    3. 95% or better attendance in that course; and
  - (f) aligned to course standards, allowing students the opportunity to demonstrate proficiency or higher on all standards taught during the semester.
- (2) Copies of final evidence of proficiency are to be kept on file for a period of one year. All student grades are to be stored permanently in the student-information system.
- (3) Credits will be awarded upon successful completion of a course in grades 9-12.
- (4) Students may obtain high-school credits and grades that are included in their cumulative GPAs by successfully completing a district-sanctioned and -monitored comprehensive course exam only under the following circumstances:
  - (a) home-schooled students who enter high school after a portion of their 9th-grade year or later;
  - (b) students who have reached proficiency in high-school course standards in middle school;
  - (c) students who are native speakers in world languages other than English can earn credits in those world-language courses by proving their proficiency in course standards.
- (5) Students who choose to waive one-semester courses, 0.5 credits, of physical education based on participation in an organized sport or athletic program must submit a participation log, approved by the Superintendent's designee, and successfully complete a district-sanctioned exam in lifetime sports. Students must apply for this waiver option with their school counselors before the start of the replacement program and then must submit the logs and the exams to complete the waiver. The program must be a minimum of 50 hours over a minimum of six weeks to meet participation requirements.

**History:** Adopted 2-7-78; revised 3-29-12, 7-30-13, 6-29-17  
**Cross Ref.:** Admin. Policy 7.34 Final Evidence of Proficiency  
7.37 Graduation Requirements

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