

CVUSD Board Policy

BP 6146.1

Instruction

High School Graduation Requirements

The Governing Board desires to prepare all students to obtain a diploma of high school graduation to enable them to take advantage of opportunities for postsecondary education and/or employment.

(cf. 5127 - Graduation Ceremonies and Activities)

(cf. 5147 - Dropout Prevention)

(cf. 5149 - At-Risk Students)

(cf. 6143 - Courses of Study)

(cf. 6146.3 - Reciprocity of Academic Credit)

Course Requirements

Graduates of the Conejo Valley Unified School District must be able through career preparation to qualify for admission to a four-year college and/or possess a defined career technical education - skill. A high school certificate of graduation (diploma) shall be granted to any student of good character and citizenship who satisfactorily completes the California High School Exit Exam.

- A. *The following course of study is the minimum required for CVUSD students.*
 1. *English - satisfactory completion of forty (40) credits.*
 2. *Social Science - satisfactory completion of thirty (30) credits.*
 - a. *World Studies - ten (10) credits*
 - b. *United States History - ten (10) credits*
 - c. *American Political Systems - five (5) credits*
 - d. *Economics - five (5) credits*
 3. *Mathematics - satisfactory completion of thirty (30) credits.*
 - a. *Algebra I or equivalent – ten (10) credits*
 4. *Science - satisfactory completion of twenty (20) credits.*
 - a. *Physical Science - ten (10) credits*
 - b. *Biology - ten (10) credits*

5. *Physical Education - satisfactory completion of twenty (20) credits.*
6. *Fine Arts/Foreign Language - satisfactory completion of ten (10) credits in either Fine Arts or Foreign Language.*
7. *Health Education - satisfactory completion of five (5) credits. Students who transfer into the District after the ninth grade are exempted from this requirement.*
8. *Complementary/Exploratory Electives - satisfactory completion of additional credits to complete 230 credits.*

Students may elect to take any course for which he/she has met prerequisite requirements:

- a. *includes courses in specific interest areas for college and/or career technical education preparatory programs;*
 - b. *includes courses in all subject fields.*
- B. *Students with exceptional needs will be required to meet the regular District graduation standards to the extent that their handicaps permit. (See 344.5.3) They will be required to meet state graduation standards as determined by the state.*
 - C. *Thirty (30) credits per semester is the normal student maximum. The building principal or his/her designee may approve any increase beyond the thirty (30) credit maximum up to forty (40) credits with right to petition to the Principal for additional credits.*
 - D. *Ten (10) credits is the regular summer school limit. Qualified students may take an additional five (5) credits for work experience.*
 - E. *Credits granted by Western Association of Schools and Colleges (WASC) accredited secondary schools will be accepted for full value by secondary schools in the District. The District will also grant credits earned at schools accredited with WASC affiliates throughout the United States, namely: Middle States Association of Colleges and Schools, New England Association of Schools and Colleges, North Central Association of Colleges and Schools, Northwest Association of Schools and Colleges, and Southern Association of Colleges and Schools. Schools accredited by other accrediting associations not affiliated with WASC or non-accredited by any association will not be accepted by secondary schools in the District.*
 - F. *A senior transfer student must enter prior to the fourth quarter to graduate from a District comprehensive high school. Senior transfer students who enter during the fourth quarter may petition the Principal for permission to graduate from a District comprehensive high school. The Principal's decision will be final.*

- G. *Forty (40) credits in work experience may be counted in the graduation credit requirements. Ten (10) credits is the maximum counted in any one (1) semester.*
- H. *Forty (40) credits for correspondence courses offered by WASC accredited or their affiliated schools or colleges approved by the site principal may be counted toward graduation credit requirements. Ten (10) approved correspondence credits is the maximum that may be counted in any one (1) semester.*

The following conditions must be met:

- 1. The student must be enrolled in a Conejo Valley Unified School District high school.*
- 2. The student must have prior approval from the principal of the student's home school.*
- 3. A Conejo Valley Unified School District staff member designated by the principal must administer the final.*

The following rules apply to the granting of credit and recording the course on the student's high school transcript:

- 1. All courses are graded on a pass/fail basis with the student receiving a "P" for a pass and an "F" for a failing grade.*
 - 2. The student must pass the course with at least a "C" to receive a "P".*
 - 3. Courses recording on the transcript will not have a designated level (such as: B, CP, H, AP, etc.).*
 - 4. The student will receive 5 credits per semester equivalent.*
- I. *Forty (40) credits from the District's Adult Education program may be counted toward graduation credit requirements. These credits may only be earned by tenth, eleventh, and twelfth grade students who are enrolled full time in day school. Credits approved by the Principal may be counted toward graduation credit requirements if the class is not available in the day school program or to remove a previous course failure. (See 332.8.)*
- J. *Juniors shall be required to enroll and maintain attendance in six (6) classes each semester of the eleventh grade. Seniors shall be required to enroll and maintain attendance in a minimum of five (5) classes each semester--during their senior year. Seniors who have completed 230 credits by the end of their first semester of their senior year may graduate mid-term.*
- K. *the maximum number of credits for service classes, i.e., Lab Assistant, Office Practice, etc., is ten (10) credits. In special circumstances, students may petition for more service credits through the academic petition process*

Credit Requirements

A. *The minimum credits required for graduation from all District high schools is 230.*

B. *Credits:*

1. *For each course satisfactorily completed that is based upon a semester period, a student will receive five (5) credits.*
2. *For each course satisfactorily completed that is based upon a half of a semester period (quarter), a student will receive two and one-half (2.5) credits.*
3. *For each defined credit of work that is satisfactorily completed in a course based upon variable credit, a student will receive one (1) credit.*

C. *Grade Placement Designation:*

<u>Grade Level</u>	<u>Year in High School</u>
9	First Year in High School
10	Second Year in High School
11	Third Year in High School
12	Fourth or Fifth Year in High School

For purposes of the California High School Exit Exam, a 10th grader shall be defined as any student who has attended high school for the previous year as a 9th grader.

Additional Course Requirements

A. *College Preparatory Students*

1. *Exploratory Electives - satisfactory completion of thirty (30) credits selected from the following subject fields:*
 - a. *Visual and Performing Arts (UC/CSU Requirements)*
 - b. *Foreign Language (“ “)*
 - c. *Science (“ “)*
 - d. *Mathematics (“ “)*
 - e. *Social Science (“ “)*
 - f. *Consumer/Family Studies*
 - g. *Business Education*

h. Industrial and Technology Education

2. *Complementary Electives - satisfactory completion of thirty-five (35) credits.*

Complementary courses may be used for partial fulfillment of the a-f requirements for admission to the University of California and California State University, for other colleges and universities, remediation in basic skills, and career-vocational training.

3. *Students in the College Preparatory Program may elect to take one (1) semester or one (1) year of keyboarding on a pass/fail basis.*

B. Career Technical Education Students

1. *Mathematics - satisfactory completion of thirty (30) credits. Ten (10) credits must be taken in the eleventh or twelfth year, with the exception of transfer students from other districts who have already satisfactorily completed thirty (30) credits.*

2. *Exploratory Electives - satisfactory completion of twenty (20) credits selected from two (2) or more of the following areas:*

- a. *Visual and Performing Arts*
- b. *Industrial and Technology Education*
- c. *Business Education*
- d. *Consumer/Family Studies*
- e. *Foreign Language*
- f. *Reading*
- g. *Career-Vocational Education (Career Guidance, Work Experience, ROP)*

3. *Career-Vocational Preparation – satisfactory completion of at least twenty (20) credits in a defined Career-Vocational Preparation course sequence, demonstrating successful completion of Skill Level 2 graduation requirement. Equivalent programs from other districts may be considered to meet this requirement for junior or senior transfer students.*

4. *Complementary Electives - satisfactory completion of sixty-five (65) credits.*

- a. *Students may elect to take any subject for which they have met prerequisite requirements.*
- b. *Complementary courses may be used for requirements for other colleges and universities,*

remediation in basic skills, and career-vocational training.

Because the prescribed course of study may not accommodate the needs of some students, the Board shall provide alternative means for the completion of prescribed courses in accordance with law.

(cf. 6146.11 - Alternative Credits Toward Graduation)
(cf. 6146.2 - Certificate of Proficiency/High School Equivalency)

High School Exit Examination

Each student completing grade 12 shall have successfully passed the state exit examination in language arts and mathematics as a condition of high school graduation. (Education Code 60851, 60859)

(cf. 6146.4 - Differential Graduation and Competency Standards for Students with Disabilities)
(cf. 6159 - Individualized Education Program)
(cf. 6162.52 - High School Exit Examination)

Supplemental instruction shall be offered to any student in grade 7-12 who does not demonstrate "sufficient progress," as defined in Board policy, toward passing the exit exam. (Education Code 37252, 60851)

(cf. 5148.2 - Before/After School Programs)
(cf. 6176 - Weekend/Saturday Classes)
(cf. 6177 - Summer School)
(cf. 6179 - Supplemental Instruction)

Students who have not passed one or both parts of the exit exam by the end of grade 12 shall have the opportunity to receive intensive instruction and services for up to two consecutive academic years after completion of grade 12 or until they have passed both parts of the exam, whichever comes first. (Education Code 37254)

(cf. 1312.4 - Williams Uniform Complaint Procedures)
(cf. 5145.6 - Parental Notifications)
(cf. 6164.2 - Guidance/Counseling Services)

***Note: The remainder of this section is optional. In addition to intensive remedial instruction, districts may offer students who have satisfied all local and state graduation requirements, except for passage of the exit exam, other options to continue their education beyond their senior year in order to obtain a high school diploma. According to the California Department of Education, the options a district may currently offer students include: (1) if space is available, enrollment for an additional year at a comprehensive high school if the student has been continuously enrolled, (2)

enrollment in an alternative education program, (3) reclassification as a junior, (4) maintaining continuous enrollment in an independent study program or charter school, or (5) enrollment in an adult secondary school. In addition, some community colleges offer non-credit adult education programs and grant high school diplomas without requiring passage of the exit exam. Students may also obtain a diploma equivalent by passing the California High School Proficiency Exam or the General Education Development test. See BP/AR 6146.2 - Certificate of Proficiency/High School Equivalency.***

Note: If the district decides to offer options to such students, the Board should carefully consider which options will be made available. In order to ensure that students receive adequate notification of the alternatives, districts should indicate the specific options available in the spaces provided below and may consider providing additional notifications, as necessary. Districts not providing any such options should delete the following paragraph.

In addition to intensive remedial instruction, the district shall offer students who have passed all state and local graduation requirements except for passage of one or both parts of the exit exam the following options beyond their regular senior year until they pass the exam:

- (cf. 0420.4 - Charter Schools)
- (cf. 6158 - Independent Study)
- (cf. 6184 - Continuation Education)

The Superintendent or designee shall regularly report to the Board regarding the number of students who have fulfilled all local and state graduation requirements except for the passage of the exit exam and the resources that have been offered to such students.

Certificates of Completion

Note: The following section is optional. For those students who are unable to pass the exit exam by the end of their senior year, a district may consider granting a locally developed certificate of completion or some other form of recognition to indicate that the students have completed the district's required course of study. Such a certificate would not be the equivalent of a diploma and is separate from the certificate of educational achievement granted to special education students who are unable to pass the exit exam with appropriate modifications pursuant to Education Code 56390-56392. See BP 6146.4 - Differential Graduation and Competency Standards for Students with Disabilities.

Note: Because the exit exam is subject to continuing legal challenge, districts should make every effort to ensure that, prior to issuing a certificate of completion, students are provided with appropriate supplemental resources and remedial support. See BP 6179 - Supplemental Instruction. Districts that offer intensive instruction or other educational options to students who have passed all state and local graduation requirements except the exit exam as listed in the above sections may also offer such students a certificate of completion. Districts should also consult legal counsel, as appropriate, to ensure that all statutory obligations have been satisfied.

Students who have passed all the district's course requirements by the end of their senior year but are unable to pass the high school exit exam shall receive a certificate of completion.

The Superintendent or designee shall regularly report to the Board regarding the number of students receiving a certificate of completion and the resources that have been offered to such students.

Legal Reference:

EDUCATION CODE

35186 Williams Uniform Complaint Procedures
37252 Supplemental instructional programs
37254 Supplemental instruction based on failure to pass exit exam by end of grade 12
37254.1 Required student participation in supplemental instruction
47612 Enrollment in charter school
48200 Compulsory attendance
48412 Certificate of proficiency
48430 Continuation education schools and classes
48645.5 Acceptance of coursework
51224 Skills and knowledge required for adult life
51224.5 Algebra instruction
51225.3 Requirements for graduation
51225.5 Honorary diplomas; foreign exchange students
51228 Graduation requirements
51240-51246 Exemptions from requirements
51250-51251 Assistance to military dependents
51410-51412 Diplomas
51420-51427 High school equivalency certificates
51450-51455 Golden State Seal Merit Diploma
51745 Independent study restrictions
52378 Supplemental school counseling program
56390-56392 Recognition for educational achievement, special education
60850-60859 High school exit examination
66204 Certification of high school courses as meeting university admissions criteria

CODE OF REGULATIONS, TITLE 5

1600-1651 Graduation of pupils from grade 12 and credit toward graduation

COURT DECISIONS

O'Connell v. Superior Court (Valenzuela), (2006) 141 Cal.App.4th 1452

Management Resources:

CSBA PUBLICATIONS

Preparing for the High Stakes of the High School Exit Exam: An Examination of Certificates of Completion, Policy Advisory, September 2005

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education, California High School Exit Examination:

<http://www.cde.ca.gov/ta/tg/hs>

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