



**ADMINISTRATIVE PROCEDURE**

CATEGORY: **Instruction, Academic Achievement**

SUBJECT: **Graduation from Senior High School**

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**A. PURPOSE AND SCOPE**

- 1. To outline administrative policies and procedures governing high school graduation requirements and eligibility to participate in commencement exercises.

**2. Related Procedures:**

Instructional Programs, General ..... 4000  
Length of 7-12 School Day ..... 4026  
Uniform Course Names and Numbers ..... 4100  
K-12 Physical Education ..... 4179  
Independent Study ..... 4316  
Enrollment in College/University Coursework ..... 4322  
Adult Education Programs ..... 4400  
Enrollment of Minors in Community Adult Education Programs ..... 4405  
High School Diploma Program (HSDP) ..... 4410  
Progress Reporting, 7-12 ..... 4705  
Citizenship Grading and Evaluation and Academic History ..... 4710  
Placement/Articulation, 9-12 ..... 4766  
Diploma with Academic Distinction ..... 4772  
California High School Proficiency Examination (CHSPE) ..... 4790  
California Physical Fitness Assessment ..... 4835  
California High School Exit Examination (CAHSEE) ..... 4850  
Printing of Graduation Lists and Programs, Diplomas, and Certificates ..... 5609  
Classroom Grouping Practices and Counseling Procedures ..... 6020  
Enrollment of Children from Active Duty Military Families ..... 6050  
Enrollment of Children and Youth in Transition (aka Homeless) ..... 6129  
Enrollment and Education of Students Residing in Foster Care ..... 6131  
Transfer and Withdrawal, 7-12 ..... 6146  
Cumulative Records Keeping, 7-12 ..... 6510  
Release of Directory-Type Student Information ..... 6525

**B. LEGAL AND POLICY BASIS**

- 1. **Reference:** Board policies A-5000, F-1300, F-2000, F-2050, F-2200, F-3100, F-3300, F-7000, F-7100, F-7105, F-7106, F-7107, F-7120, F-7410, F-7600, F-7800, F-7810, and F-8400; Education Code §46145-46147, 48200-48201, 48205, 48645.5, 48980-48984, 49700-49701, 51010-51017, 51041, 51050, 51054, 51220, 51224-51226, 51228, 51240-51245, 51251, 51410-51412, 51460-51464, 51747, 52378, 56026-56035, 60850-60852, and 66204; California Code of Regulations, Title 5, §1600, 1631-1635, 1650, and 1651.
- 2. The Board of Education is the authority that prescribes graduation requirements in accordance with provisions of the California Education Code; compliance by all schools is mandatory.

**C. GENERAL**

1. **Originating Office.** Suggestions and questions regarding this procedure should be directed to the High School Resources Office.
2. **Diplomas and Certificates of Completion** are issued as indicated below:
  - a. **Diplomas** are awarded to students who meet all general and course requirements for graduation specified in Section D.
  - b. **Certificates of Completion** are presented to students who are non-diploma-bound receiving special education services that meet all the goals and objectives specified in their Individualized Education Programs (IEP). A Certificate of Completion is issued at the completion of the student's prescribed educational program. Students receiving Certificates of Completion are eligible to participate in commencement ceremonies.
  - c. No diploma, certificate or other document (except transcripts), shall be conferred on a student as evidence of completion of a prescribed course of study or training, or of satisfactory attendance, unless the student has met the graduation requirements approved by the Board of Education as outlined in the district's *Course of Study, K-12*.
3. **"Class of":** Students are assigned a "Class of..." designation based on the year that they first enter Grade 9. The "Class of..." designation reflects the student's expected year of graduation – four years from the year the student first entered Grade 9.
4. **Credit-Based Grade Level/Tracking Progress Toward Graduation:**
  - a. At the beginning of each semester, students with:
    - (1) Nine or fewer credits are Grade 9 students.
    - (2) Between 10 and 20 credits are Grade 10 students.
    - (3) Between 21 and 30 credits are Grade 11 students.
    - (4) 31 or more credits are Grade 12 students.
  - b. A student's credit-based grade level may not exceed his/her "Class of" designation, derived from the academic year in which he/she entered Grade 9.
  - c. The grade level of students receiving special education services who are non-diploma-bound will not be based on credits earned, but will be increased by one grade level each school year.
5. A student who is severely credit deficient who wishes to work toward meeting all graduation requirements shall be provided options for continuing his or her education. These options shall include, but not be limited to, all of the following:

- a. Enrolling in the district/community college joint diploma program.
- b. For students at least 18 years of age, continuing education through the district's Adult Education Program.
- c. Continuing enrollment in the school district.<sup>1</sup>
- d. For students who have not passed both parts of the high school exit examination, continuing to receive intensive instruction and services for up to two consecutive academic years after completion of Grade 12 or until the student has passed both parts, whichever comes first.
- e. For English Learners, continuing a fifth year of enrollment in the school district until graduation credits are earned.
- f. For students with disabilities, continuing at their school of attendance until age 22, as recommended by the student's IEP or 504 team.
- g. Students in foster care, as defined in Education Code §51225.2, may qualify for a fifth year of attendance in high school in order to complete graduation requirements. Additionally, students in foster care who transfer into the district after their second year of high school, as determined by either the number of credits earned or length of time of enrollment may be exempted from coursework and other district graduation requirements that are in addition to the statewide coursework requirements. (Administrative Procedure 6131)

#### **D. IMPLEMENTATION**

##### **1. General Requirements for Graduation:**

- a. **GPA:** Attain a weighted grade-point average (WGPA) of 2.00 or higher in Grades 9-12 by the end of the spring semester of the senior year, or by the end of summer school (for summer school graduates).
- b. **CAHSEE:** Pass both portions (English Language Arts and Mathematics) of the California High School Exit Examination (CAHSEE), unless exempted per Section 60852.3 of the California Education Code.
- c. **Credits:**
  - (1) **Minimum of 44 semester credits earned in Grades 9-12:** Specific subject requirements are identified in Section D.2. Students on approved early graduation plans must meet the same requirements.

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<sup>1</sup> Attendance of students 18 years of age or older is a privilege, not a requirement. The principal may use discretion to determine whether to permit the enrollment of students over 18 years of age. Factors to be considered include: the amount of credits a student needs to complete diploma requirements, student attendance record and citizenship. Students over age 18 who are not permitted to enroll in regular high schools will be referred to the Adult Education Program. The decision of the site principal is final.

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- (2) **Credits earned in Grades 7 and 8:** Mathematics (Algebra; Geometry) and Languages Other Than English courses taken in Grades 7 and 8 (except those taken at Independent World Language Schools [IWLS]) that meet high school graduation requirements are retained as permanent entries on students' high school transcripts and count towards the minimum 44 credits needed for graduation. Grades earned in such coursework are not included in the high school WGPA calculation.
- d. **Attendance:** Eight semesters, or equivalent, in Grades 9-12. Students should be scheduled for a regular instructional day of not less than 365 minutes<sup>2</sup> inclusive of passing time but exclusive of lunch periods and nutrition periods or "breaks" while under immediate supervision and control of a certificated employee. (See Administrative Procedure 4026)
- e. **Conduct:** A record of responsible behavior according to the site's published discipline policies and in accordance with district policies and procedures.
- f. All graduation requirements specified above must be satisfied prior to participation in commencement exercises.
2. **Specific Subjects to be Completed and Credits Required for Graduation:**
- a. **History/Social Science: Beginning with the Class of 2016,** six semester credits in a University of California [UC]-approved course in the 'a' subject area, as follows:
- (1) two credits in a world history course as outlined in the district *Course of Study, K-12*
  - (2) two credits in a U.S. history course as outlined in the district *Course of Study, K-12*
  - (3) one credit in an American government course and one credit in an economics\* course, or two credits in an approved alternative course as outlined in the district *Course of Study, K-12*. (\*Economics is a district and state requirement [CA Education Code §51225.3], and counts as one semester of UC 'g').
- Note: For the Class of 2015,** courses in Section D.2.a.(1)-(3) do not have to be UC 'a-g' approved.
- b. **English Language Arts: Beginning with the Class of 2016,** eight semester credits in a University of California [UC]-approved course in the 'b' subject area.
- (1) two credits, English 1,2 or ESL 5,6 as outlined in the district *Course of Study, K-12*
  - (2) two credits, English 3,4 or English 3,4 Advanced as outlined in the district *Course of Study, K-12*

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<sup>2</sup> Fewer instructional minutes may be specified in a student's IEP or 504 plan.

- (3) four credits, including one credit in a course that emphasizes a range of American literature and three credits from the prescribed list of English courses as outlined in the district *Course of Study, K-12*

**Note: For the Class of 2015**, courses in Section D.2.b.(1)-(3) do not have to be UC 'a-g' approved, and English as a Second Language (ESL) courses 1-6 may be used to fulfill the English Language Arts requirement. **Beginning with the Class of 2016**, English as a Second Language 5,6 (ESL 5,6) may be used to fulfill two credits of the English Language Arts requirement.

- c. **Mathematics: Beginning with the Class of 2016**, six semester credits in University of California [UC]-approved courses in the 'c' subject area, as follows:

- (1) two credits in Integrated Math I or an Algebra course as outlined in the district *Course of Study, K-12*
- (2) two credits in Integrated Math 2 or a Geometry course as outlined in the district *Course of Study, K-12*
- (3) two additional math credits in Integrated Math 3 or Intermediate Algebra as outlined in the district *Course of Study, K-12*

**Note: For the Class of 2015**, courses in Section D.2.c.(1)-(3) do not have to be UC 'a-g' approved; Unifying Algebra and Geometry may also be counted towards the two additional math credits.

- d. **Science: For all Classes**, four semester credits in University of California [UC]-approved 'd' subject area courses, and two semester credits in UC-approved 'd' or 'g' subject area courses, as follows:

- (1) two credits in a life science course approved in the 'd' subject area, as outlined in the district *Course of Study, K-12*
- (2) two credits in a physical science course approved in the 'd' subject area, as outlined in the district *Course of Study, K-12*
- (3) two additional credits of UC-approved science coursework in either the 'd' (laboratory science) or 'g' (elective) subject areas as outlined in the district *Course of Study, K-12*

- e. **Languages Other Than English: Beginning with the Class of 2016**, two years (four semester credits) of sequential study of the same Language Other Than English in University of California [UC]-approved 'e' subject area courses as outlined in the district *Course of Study, K-12*

**Note: for the Class of 2015**, "Options A and B" remain in effect.<sup>3</sup>

- f. **Visual and Performing Arts: Beginning with the Class of 2016**, one year (two semester credits) in the same University of California [UC]-approved 'f' subject area courses as outlined in the district *Course of Study, K-12*

**Note: For the Class of 2015**, "Options A and B" remain in effect.<sup>3</sup>

- g. The district requirement of a third year of Science meets the UC 'g' requirement.

3. **Additional Requirements for Graduation:**

- a. **Physical Education:** four semester credits (two years)

- (1) Students must earn two semester credits of physical education in Grade 9 and two semester credits in any of Grades 10-12, as outlined in the district *Course of Study, K-12* and Administrative Procedure 4179.
- (2) Students must pass five of the six standards of the California physical fitness assessment, FitnessGram®, to receive an exemption from the state mandated four-year requirement.
- (3) A maximum of eight physical education credits may be counted toward graduation.
- (4) Students exempted from physical education must still earn a minimum of 44 semester credits in order to graduate.

- b. **Electives: Beginning with the Class of 2016**, the eight required elective credits must be earned by completing additional district courses as outlined in the district *Course of Study, K-12*, unless other coursework is specified in a student's IEP or 504 plan.

**Note: For the Class of 2015**, 11 elective credits must be earned.

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**Option A:** two semesters of a Language Other Than English (a one-year course) and one semester of visual, performing or practical arts,

or

**Option B:** two semesters of visual and/or performing arts and one semester of practical arts

**4. Credit for Online Coursework:**

- a. **Beginning with the Class of 2014**, graduation credit for online coursework is only granted for district-approved courses, as outlined in the district *Pilot and Site-Adopted Courses Supplement to the Course of Study, K-12*.
- b. **Beginning with the Class of 2016**, graduation credit for online coursework is only granted for district-approved UC 'a-g' courses and electives, as outlined in the district *Pilot and Site-Adopted Courses Supplement to the Course of Study, K-12*, unless other coursework is specified in a student's IEP or 504 plan.

**5. Computation of Weighted Grade-Point Average (WGPA):**

"A," "B," and "C" grades in Advanced Placement, qualifying International Baccalaureate, and University of California-approved honors courses are weighted (see D.5.b.).

- a. For non-weighted courses, the WGPA is computed on a scale of: A=4, B=3, C=2, D=1 and F=0.
- b. For weighted courses (courses designated [HP] in the district *Course of Study, K-12*) the WGPA is computed on a scale of: A=5, B=4, C=3, D=1 and F=0.
- c. For purposes of satisfying the 2.00 WGPA graduation requirement, the WGPA computation shall include courses taken in Grades 9-12 (including courses completed in the district's Adult Education High School Diploma Program).
- d. For purposes of establishing senior class standing and/or determining senior awards, the WGPA shall include courses taken in Grades 10-12 only. The WGPA shall be computed using the grades awarded through the end of the fall semester of the senior year.
- e. Honor Roll distinction will be granted to graduating students who attain a cumulative WGPA of 3.33 or better in Grades 10-12, computed at the end of the fall semester of the senior year.
- f. **Grade Suppression:** The intent of grade suppression is to encourage a student who receives a "D" or "F" to repeat the same course to improve the mark and the cumulative GPA. Grade suppression does not affect marks displayed on student progress reports, nor the term GPA. Courses that have been suppressed are not counted in graduation credits and are excluded from cumulative GPA calculations within the district. Suppressed courses are listed on student transcripts.
  - (1) In order for the grade suppression policy to apply, the mark in the original course must be a "D" or "F," and the student must repeat the exact course with the same district course number, or an equivalent course as listed in the district *Course of Study, K-12*.
  - (2) For grade suppression purposes, a student may repeat a course only until he or she receives a grade of "C" or better.

- (3) For grade suppression purposes, both the original and the repeat course must be taken at district-managed schools. Suppression does not apply to courses taken at charter schools or schools outside the district.
- (4) The original course and the repeat of the course must be taken in different terms. Suppression will not occur for courses with the same course number taken within the same quarter or semester.
- (5) A suppressed mark is indicated on a student's transcript with "R."
- (6) If grade suppression applies, the course in which the lower mark is earned is suppressed, regardless of the order in which the courses are taken. If the marks are the same, the earlier mark is suppressed.
- (7) If a student repeats a course in which he or she originally received a grade of "A," "B," or "C," no suppression occurs, the first academic mark receives course credit, and both grades for the course are included in district calculations of the student's GPA. The first mark is shown with "M" on the transcript, to indicate that the maximum credit for the course has been earned.

g. **Grade Replacement for Yearlong Courses:**

- (1) Certain Mathematics and Languages Other Than English courses are classified as being yearlong (as opposed to two semesters). In a yearlong course, the second semester's work is dependent upon the learning accomplished in the first semester. These courses are identified with a dash between the two semesters as opposed to a comma (i.e., Spanish 1-2; Integrated Math I 1-2).
- (2) When a student earns an "F" grade in the first semester of a yearlong course and a passing grade ("D" or better) in the second semester of the course, credit is earned for both semesters and a grade of "D" shall be recorded for the first semester. The grade replacement process is conducted manually at each school site by the registrar or site principal/administrator's designee.
- (3) When a student earns a passing grade for the first semester of a yearlong course and an "F" grade for the second semester of the course, the credit and passing grade are allowed for the first semester only. The second semester "F" grade shall be recorded as earned.

6. **Transfer Credit for Entering Students:**

- a. **Transcripts from accredited high schools** are accepted at face value; credits and marks recorded thereon are considered partial fulfillment of subject requirements for high school graduation. Entry of marks and credits should be limited to approved courses comparable in content with the district *Course of Study, K-12*. If a comparable district course is not available, the generic subject area course number (e.g., 4000 for Mathematics) should be used. Marks on transcripts will be accepted as recorded. Entry of "pass/fail" marks where applicable should be as follows:

- (1) Enter "pass" as "P" (credit); "fail" as "NC" (no credit); these marks are not included when computing grade point averages.



(2) Credit for graduation is allowed for a mark of "P."

b. **Transcripts from non-accredited high schools.** The site principal:

(1) Shall evaluate all such transcripts and course descriptions to determine the amount of credit to be given. Credits and marks approved for transfer credit by the principal are considered partial fulfillment of the subject requirements for high school graduation. Entry of marks and credits should be limited to approved courses comparable in content with the district *Course of Study, K-12*. If a comparable district course is not available, the generic subject area course number (e.g., 4000 for Mathematics) should be used. Marks on transcripts will be accepted as recorded. Entry of "pass/fail" marks where applicable should be as follows:

(a) Enter "pass" as "P" (credit); "fail" as "NC" (no credit); these marks are not included when computing grade point averages.

(b) Credit for graduation is allowed for a mark of "P."

c. If a student in foster care enrolls in the district, the district shall accept for credit full or partial coursework satisfactorily completed by the student while attending a public school, juvenile court school, or non-public, nonsectarian school or agency. (Education Code §48645.5)

7. **Credit for High School Coursework Taken Outside of the District (*including all charter schools, regardless of authorizing agency*) by Students Currently Enrolled in the District:**

a. To support students' progress toward earning a high school diploma, graduation credit may be granted for coursework taken by students at Western Association of Schools and Colleges (WASC) accredited private institutions or non-district high schools outside the regular school day or school year (i.e., summer school) under the following conditions:

(1) Courses meeting **core subject requirements** (English, Mathematics, History, Social Studies, Science, World Language, Physical Education) may only be taken outside the district if a student has already taken the course equivalent in content in a district school and earned a letter grade. (Note: for students with disabilities, an IEP or 504 team may recommend that a student participate in courses outside of the district to meet graduation requirements.)

(a) Grades earned in non-district coursework may not be used for grade suppression purposes.

(b) **Beginning with the Class of 2016**, courses taken at an accredited California high school outside of the district will receive core graduation credit only if those courses are listed on the issuing school's official UC 'a-g' course list for the year in which the grade was earned.

- (c) Grades earned in non-district high school coursework will be included on the student's transcript and grades from both the district and non-district coursework will be used when calculating the student's WGPA. Only letter grades (i.e., "A," "B," "C," "D," and "F") may be used to record core coursework taken outside the district by students currently enrolled in the district. No "P" grades should be entered.
- (d) When posting non-district coursework and grades for core coursework that the student has already taken, the district course title and number listed in the district *Course of Study, K-12* that most closely matches the non-district course will be used. It must be noted that the course was taken outside the district.
- (2) **First time elective credit** may be granted for coursework that does not meet core subject requirements taken by students at Western Association of Schools and Colleges (WASC) accredited private institutions, non-district high schools, or industry online virtual high schools outside the regular school day or school year (e.g., summer school). This elective credit does not earn a letter grade and will not be used when calculating a student's WGPA. Grades earned in non-district coursework may not be used for grade suppression purposes.
- (a) Enter "P" (pass/credit) for passing grades; do not enter failing grades. Credit toward graduation is allowed for a grade of "P."
- (b) When posting non-district coursework and grades for elective coursework, the district course title and number comparable in content listed in the district *Course of Study, K-12* that most closely matches the non-district course should be used. If a comparable district course is not available, the generic subject area course number (e.g., 4000 for Mathematics) should be used. In both cases, it must be noted that the course was taken outside the district.
- (c) Coursework that meets graduation requirements taken for the first time at a non-district or charter summer school program may only receive elective credit toward graduation with a grade of "P." For the world language graduation requirement, a non-district or charter school course when taken in summer school may be used to progress to the next level in a district school when evidence of successful completion is presented to the school counselor. In meeting the mathematics graduation requirement, students may take a non-district or charter school mathematics course in summer school to advance to the next level in a district high school when evidence of successful completion is presented to the school counselor. Six credits of mathematics, beginning with Algebra 1-2 or Integrated Math I A-B must be taken at a district secondary school (beginning in Grade 7). *Note: Advancing to a higher level by taking non-district or charter school courses may result in a gap in learning or diminished preparation.*
- (3) Graduation credit may be granted for coursework taken at **district-approved Independent World Language Schools (IWLS)** outside of the regular school day (e.g., Saturday classes) or school year (e.g., summer school) **by students**

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**enrolled in district high schools in Grades 9-12.** A list of district-approved IWLS is contained in the *Pilot and Site-Adopted Courses Supplement to the District Course of Study, K-12*.

- (a) High school grades and credit earned for coursework taken in district-approved IWLS schools are accepted at face value and should be recorded in the same manner as grades earned in district coursework, using the appropriate IWLS course title and number listed in the district *Course of Study, K-12*. It must be noted that the course was taken outside the district.
  - (b) Grades earned in coursework taken at district-approved IWLS schools may not be used for grade suppression purposes.
- b. For exceptions to 7.a, see Administrative Procedure 4405, Concurrent Enrollment of Minor High School Students in Community College Adult Education Classes.
8. **High School Credit for College Coursework** is described in Administrative Procedure 4322.
9. **Alternative Means of Satisfying the Prescribed Course of Study:**
- To meet individual student needs and encourage students to complete their high school education, alternative means to complete the prescribed course of study will be made available to students in accordance with law. Such alternative means may include:
- a. Practical demonstration of skills and competencies
  - b. Supervised work experience education
  - c. Completion of certain Career Technical Education courses, including Regional Occupational Program (ROP) courses
  - d. Independent study
  - e. Credit earned at private Independent World Language Schools (IWLS)
  - f. District certification of grade-level proficiency in a Language Other Than English
  - g. IEP or 504 team recommendations
  - h. Students in foster care, as defined in Education Code §51225.2, may qualify for a fifth year of attendance in high school in order to complete graduation requirements. Additionally, students in foster care who transfer into the district after their second year of high school, as determined by either the number of credits earned or length of time of enrollment may be exempted from coursework and other district graduation requirements that are in addition to the statewide coursework requirements. (Administrative Procedure 6131)
  - i. Other such means as may be approved by the Board of Education

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**10. Waivers and Certification of Graduates:**

State-mandated coursework as outlined in Education Code §51225.3(a)(1) and the CAHSEE graduation requirement as outlined in Education Code §60851(a) may not be waived. Waivers to other requirements adopted by the governing board of the school district may be granted in specific cases with compelling circumstances. With the Area Superintendent's approval, the principal has the authority to grant waivers and will make the determination in each case. All such waivers must be documented on the *Principal's Waiver of Graduation Requirements* form (Attachment 1), the information filed in the student's permanent records folder at the school site, and the form retained at the school. The *Principal's Certification of Graduates* form (Attachment 2) must be completed and submitted within two weeks after each graduation event (mid-year, June, or end of summer school) with the High School Resources Office. See Administrative Procedure 4850 for detailed information on CAHSEE waivers for students with disabilities, as approved by the State Board of Education.

**11. Commencement Exercises:**

a. **Responsibility.** As a representative of the Board of Education, the principal shall designate those individuals who may participate in a commencement exercise, approve the content of the program, and make all related decisions. Student participation is not required, but every eligible graduate who wishes to participate must adhere to the principal and school commencement exercise rules if participation is to be approved. Any student who agrees to be a participant and then fails to follow the principal's direction is subject to disciplinary action. If a member of a graduating class is subject to disciplinary action, a diploma shall not be awarded at the commencement exercise and specific approval of the Board of Education may be required before a transcript of that student's academic record is released.

**b. Citizenship/Conduct Requirements:**

- (1) To satisfy the requirements for graduation specified in Section D (i.e., credits, WGPA, CAHSEE) or the requirements for a Certificate of Completion specified in Section C.2.b., students must meet a **minimum standard of 2.0 average in citizenship** (see Administrative Procedure 4710) based on semester grades and the grading period prior to graduation during their senior year in order to participate in commencement exercises. [For possible exceptions, see section D.11.b.(3)].
- (2) Seniors **will be** denied participation in commencement exercises (and other senior activities) for zero tolerance infractions or activities resulting in a five-day suspension, and **may be** denied participation for suspensions of less than five days during their senior year.

**Note:** Students with disabilities receiving special education services who have received five-day suspensions may be exempt from this requirement if the student's Individualized Education Program or 504 team has conducted a Manifestation Determination meeting that resulted in the behavior being directly related to the student's disability, or the behavior resulting from a failure of the Local Educational Agency to implement the student's Individualized Education Program or 504 plan.

- (3) **School Site Appeal Committee:** Each site must establish an Appeal Committee comprised of, at a minimum, an administrator, a teacher, and a school counselor. Students with a citizenship average below 2.0 or a suspension of **fewer** than five days during their senior year may petition to the school site appeal committee to determine his/her level of participation in commencement exercises. Decisions of the school site Appeal Committee are final.
- c. **Students receiving special education or 504 services who complete graduation requirements** while enrolled in special and/or alternative programs (e.g., Home and Hospital Instruction) may participate in commencement exercises at either their high school of residence (even if they have never attended that high school) or the high school they last attended.
- d. **Time and place.** Commencement exercises shall be held on the school campus on the final day of instruction. Exceptions must be approved by the appropriate Area Superintendent. All selected venues will be accessible. Stages, if needed, will have ramp access from both directions.
- e. **Programs.** Graduation exercise programs must be labeled "Commencement Program" and should list names of students under "Class Roll." A class roll will not differentiate between students receiving diplomas and those receiving Certificates of Completion.
- f. **Ordering of diplomas and Certificates of Completion.** (See Administrative Procedure 5609)
- g. **Caps and gowns.** The principal of each high school may establish site protocols regarding wearing of caps and gowns at commencement exercises. The district shall provide a cap and gown at no cost for each student who wishes to participate in commencement exercises.
- h. **Invocations.** It is inappropriate for students, clergy, or any other person to deliver an invocation as part of the commencement ceremony.
- i. **Baccalaureate Services are prohibited.** Such religious services held on school grounds or sponsored by school authorities have been deemed to violate the federal and state constitutional provisions guaranteeing the separation of church and state.
12. **Mid-Year Graduates:**
- Students who have completed all district graduation requirements by the end of the fall semester of their senior year shall be termed "Mid-Year Graduates." These students' diplomas will be available for pickup beginning the last day of the spring semester. These students may participate in June commencement exercises.
13. **Summer Graduates:**
- a. Students may not participate in June commencement exercises at their individual high schools if they have:
- (1) earned fewer than 44 credits in required coursework,

- (2) attained less than a 2.0 WGPA in Grades 9-12, and/or
- (3) not passed both parts of the CAHSEE
- b. Students have until the end of summer school following their senior year to complete graduation requirements and receive diplomas with their graduating class (i.e., "Class of"). A districtwide commencement ceremony may be offered in August for students who wish to participate.
- c. Students who complete district graduation requirements by the end of summer school following their senior year, and receive confirmation by October 1 that they have passed both parts of the CAHSEE as of the July administration, may also receive diplomas with their graduating class (i.e., "Class of").
- d. Students who complete district graduation requirements after the end of summer school following their senior year will receive their diplomas with the following year's graduating class.

**E. FORMS AND AUXILIARY REFERENCES**

1. *Annual Course of Study, K-12*, available online at [www.sandi.net/page/1624](http://www.sandi.net/page/1624)
2. *District Pilot and Site-Adopted Courses: A Supplement to the Course of Study*, available online at <http://www.sandi.net/page/1607>
3. Identification and Monitoring of At-Risk Students (See Administrative Procedure 4766)
4. UC 'a-g' Guide, available at <http://www.ucop.edu/agguide/> and UC Admissions website, <http://admission.universityofcalifornia.edu/freshman/requirements/a-g-requirements/index.html>
5. List of district-approved Independent World Language Schools (IWLS), available online in *A Supplement to the Course of Study* at [http://www.sandi.net/cms/lib/CA01001235/Centricity/Domain/121/cos/supp/pdf/World\\_Lang.pdf](http://www.sandi.net/cms/lib/CA01001235/Centricity/Domain/121/cos/supp/pdf/World_Lang.pdf)

**F. REPORTS AND RECORDS**

1. Annual Administrative Circular: Procurement of Facilities, Equipment, and Services for High School Graduation and Middle-Level Promotion Exercises
2. *Principal's Waiver of Graduation Requirements* (Attachment 1)
3. *Principal's Certification of Graduates* (Attachment 2)

SUBJECT: **Graduation from Senior High School**

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EFFECTIVE: **1-29-62**

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**G. APPROVED BY**



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General Counsel, Legal Services  
As to form and legality

**H. ISSUED BY**



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Chief of Staff