

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: November 15, 2016

To: High School Principals

Subject: ENROLLMENT OF STUDENTS IN COURSE PERIODS WITHOUT EDUCATIONAL CONTENT AND ENROLLMENT OF STUDENTS IN COURSES IN WHICH THEY HAVE ALREADY RECEIVED AN ACCEPTABLE GRADE

Department and/or Persons Concerned: High School Administrators, Head Counselors, School Counselors and School Registrars

Reference: California Education Code AB 1012, effective beginning in the 2016-17 school year

Action Requested: Review statute, enroll students in appropriate courses, and complete district compliance documentation

BRIEF EXPLANATION:

On October 9, 2015, the Governor approved Assembly Bill No. 1012, an act relating to pupil instruction that becomes effective with the 2016-17 school year.

The bill prohibits school districts from assigning a pupil enrolled in grade 9, 10, 11 or 12 to any course period without educational content, except under prescribed conditions.

The bill also prohibits schools from enrolling students in previously completed courses in which the grade received was sufficient to satisfy requirements for admission to the California public institutions of postsecondary education, and the minimum requirements for graduation, unless the course is repeatable for credit. Therefore, it is permissible for a student who receives a "D" to repeat a course in order to remediate the low grade; however, students who receive a grade of "C" or above may not repeat the same course.

The bill applies to all schools except alternative schools, community day schools, continuation schools, and opportunity schools. (See Attachment 1 for a list of schools for which the bill will not apply.)

DEFINITION OF A "COURSE WITHOUT EDUCATIONAL CONTENT"

A "course without educational content" is defined as one course period when any of the following occurs:

1. A pupil is sent home before the conclusion of the school day.
2. A pupil is assigned to a course in which he or she is not expected to complete curricular assignments, but rather is assigned to assist a certificated employee in a course that employee is teaching.
3. The pupil is not assigned daily to the site's total number of course periods that are included in the site's master schedule.

This statute does not prohibit districts from offering any of the types of courses listed below, as stipulated by California Education Code.

1. Dual enrollment in community college
2. Evening high school programs
3. Independent study
4. Work-based Learning Courses or Work Experience Education
5. Other instructional programs as permitted by California Education Code

Dual Enrollment: To be in compliance with the statute, students in any of these types of courses must be enrolled in the appropriate course code. All approved dual enrollment college course codes are titled with the name of the college site (e.g., CITY, ECHS, MESA, MIRA, UCSD).

Work-Based Learning: Approved work-based learning courses, listed below, are offered through the district College, Career and Technical Education Department.

- Exploratory Work Experience Education (8501)
- General Work Experience Education (8502, 8505)
- Vocational Work Experience Education (8503, 8506)

Schools wishing to offer Work Experience Education courses must follow the guidelines stipulated in AP 4126, including annual submission of a WEE plan to the Office of College, Career and Technical Education.

Independent Study: AP 4316 describes requirements for enrollment of student in independent study coursework. Enrollment of a student in iHigh Lab (8155) requires that the student also be enrolled in a Board-approved online course.

EXCEPTIONS

A student may be assigned to a course without educational content or to repeat a course in which he/she has already received a grade of “D” or better if **ALL** of the following conditions are met:

1. The pupil or, if still a minor, the student’s parent, guardian, or educational rights holder has consented in writing to the assignment.
2. A school official has determined that the pupil will benefit from being assigned to the course.
3. The principal or assistant principal of the school has stated in a written document maintained at the school that, for the relevant school year, no pupils are assigned to those classes unless the school has met conditions 1 and 2, above. This information must be filed in the student’s cumulative folder for documentation purposes in the event that the school is audited or a uniform complaint is filed regarding the student’s enrollment in the course (See Attachment 2).

There are no exceptions for short scheduling student schedules. The above exceptions are only for students who have earned D’s and are being placed back in the same course.

NONCOMPLIANCE:

A complaint of noncompliance may be filed with the district under the Uniform Complaint Procedures.

IMPLEMENTATION:

To assure compliance, all non-exempt district schools that serve students in grades 9-12 must complete the Principal’s Certification of Compliance with AB 1012 and Student Enrollment Consent forms (Attachments 2 and 3) within two weeks of the beginning of each school term.

All district schools serving students in grades 9-12 must enroll students only in the courses agreed upon by the Principal and Area Superintendent, and submitted in writing to the Office of Secondary Schools.

Schools may not enroll students in any of the course codes listed on Attachment 4. For temporary enrollment, students must be enrolled in the district's official placeholder courses (9050 and 9051 ZZ Placeholder 1,2). No other course codes should be used for this purpose. Students should be transferred out of these course codes and into courses with educational content before the term begins.

Schools must have a syllabus that describes the educational content of each course and the types and numbers of major assignments that students are required to complete for which they receive grades that are recorded by the teacher. The educational content should include information including course standards, objectives, anticipated outcomes, and major assignments.

It should be noted that the IEP for a special education students provides adequate documentation of compliance with AB 1012 so long as the school is carrying out the IEP with fidelity.

Assigned Time Home: Schools may not enroll groups of students in Assigned Time Home (8017). Only under rare circumstances may an individual student be enrolled in Assigned Time Home. For example, a world-class ice skater that only has access to professional coaching during a portion of a normal school day could be enrolled. For such enrollment, the school must have on file a completed Principal's Certification of Compliance with AB 1012 (Attachment 2); a Student Enrollment Consent Form, signed by a parent if the student is a minor; and a rationale for the assignment that includes documentation on the professional ice skater coach's letterhead that indicates the times and days the student is to receive coaching and is signed by the coach. Sites may not continue assigned time home without a course code by short scheduling the student schedule.

Advisory: School sites may continue to provide Advisory (8027) as a bell schedule placeholder only.

iHigh Lab: Students who are enrolled in iHigh Lab (8155) must be concurrently enrolled in a Board-approved online course. Enrollment in iHigh Lab without such concurrent is not compliant with AB 1012.

Questions regarding this circular should be addressed to Cheryl Hibbeln, Executive Director, or Francesca Del Carmen-Aguilar, Program Manager, Office of Secondary Schools, at (619) 725-7343.

APPROVED:



Cheryl Hibbeln
Executive Director, Office of Secondary Schools

Attachments(4)



AB 1012
SDUSD Schools for Which Statute Does Not Apply

School Type	District School
Adult Education Center	San Diego Adult School
Alternative Schools of Choice	iHigh Virtual Academy Mt. Everest SD Early/Middle College San Diego MET
Continuation Schools	Garfield High School Twain High School
Community Day School	ALBA
Special Education	Riley/New Dawn



San Diego Unified School District

PRINCIPAL'S CERTIFICATION OF COMPLIANCE WITH AB 1012

High School

School Term and Year

I certify that all students enrolled during the school term and year indicated are assigned to classes with educational content for the full school day with the exception of the students listed below.	_____ Principal Initials
I certify that any student who is repeating a course that was previously passed with a grade of A, B or C has a signed waiver (Attachment 3: Student Enrollment Consent Form) that is on file in the student's cumulative file justifying the decision to repeat the course and acknowledging signature approval from the site administrator, guardian and student.	_____ Principal Initials
I certify that all students are scheduled in a full compliment of courses that matches the regular school day in the bell schedule.	_____ Principal Initials
I certify that no courses or class periods are being used to send students home rather than attending school, college or internship opportunities.	_____ Principal Initials
I certify that all students are scheduled in the appropriate coursework to best sequence an on time graduation (diploma bound or certificate of completion bound).	_____ Principal Initials
I certify that both of the conditions listed below were met for any student(s) listed who is/are exempt from full compliance with AB 1012: <ol style="list-style-type: none"> 1. The pupil listed or his/her parent, guardian, or educational rights holder has consented in writing to the assignment for the period. The consent form is attached and filed in student cum. <p style="text-align: center;">AND</p> <ol style="list-style-type: none"> 2. A school official determined that the pupil would benefit from the assignment. A rationale for the assignment and school official's signature are on the attached form. 	_____ Principal Initials

Full Name (Last, First)	Student ID	Course Assignment	Student repeating course, previously earned a "C" grade (√)

*The Principal's Certification of Compliance with AB 1012 must be completed and submitted promptly at the beginning of each school term.

Principal's Name (Please Print)

Signature

Date

Area Superintendent's Name (Please Print)

Signature

Date

Retain the original signed document at the school site and submit a copy of this signed document to the Office of Secondary Schools, Ed Center, Wing C, no later than the third week of each term.



Student Enrollment Consent Form

Student Name

Student ID

High School

School Term and Year

Please select:

- Permission is granted for student to be enrolled in a course code without Educational Content
- Permission is granted for student to repeat a course in which he/she received a grade of C or better.

Course Title and Code

Rationale, including a description of how the student will benefit from enrollment in the course listed. Attach additional pages as necessary.

Parent/Guardian Print Name

Parent/Guardian Signature

Date

Student Print Name

Student Signature

Date

Principal Print Name

Principal Signature

Date

Completed form must be filed in student's cumulative folder.



Prohibited Course Codes, Effective 2016-17 School Year

Dept	Crs #	TITLE
Vis Art	0308	OFF-SITE VAPA 1
Vis Art	0309	OFF-SITE VAPA 2
Lang Arts	1670	ELA CAHSEE TUTO
Lang Arts	1686	EDRP
Lang Arts	1688	ED ELA SUP 9TH
Lang Arts	1730	OFF-SITE ELA 1
Lang Arts	1731	OFF-SITE ELA 2
Hlth/Safty	2540	OFF-SITE HLTH 1
Hlth/Safty	2541	OFF-SITE HLTH 2
Math	4087	MATH CAHSEE TUT
Math	4396	COMM COLL MATH1
Math	4397	COMM COLL MATH2
Math	4398	OFF-SITE MATH 1
Math	4399	OFF-SITE MATH 2
Comp Ed	4402	TEST - COMP PROF
Phys Ed	5548	OFF-SITE PE 1
Phys Ed	5549	OFF-SITE PE 2
Phys Ed	5901	MED EX HOME
Phys Ed	5902	MED EX STDY HAL

Dept	Crs #	TITLE
Phys Ed	5903	NONMED EX
Science	6108	OFF-SITE SCI 1
Science	6109	OFF-SITE SCI 2
Soc St	6552	OFF-SITE H/SS 1
Soc St	6553	OFF-SITE H/SS 2
Non-Dept	8004	ACADEMIC SEM
Career	8014	INTERNSHIP
Non-Dept	8028	HOMEROOM
Non-Dept	8046	ELECT-MESA
Non-Dept	8050	OFF SITE GR 5-8
Non-Dept	8063	GED PREPARATION
IndustTech	8067	SDETC INSTRUCT1
IndustTech	8068	SDETC INSTRUCT2
Non-Dept	8130	OFF-SITE ELEC 1
Non-Dept	8131	OFF-SITE ELEC 2
Non-Dept	8132	COMM COL ELEC 1
Non-Dept	8133	COMM COL ELEC 2
Non-Dept	8166	CCTE ONLINE LAB