



ADMINISTRATIVE PROCEDURE

CATEGORY: **Instruction, Academic Achievement**

SUBJECT: **Alternative Means of Satisfying the Prescribed Course of Study**

A. PURPOSE AND SCOPE

1. To outline administrative procedures governing alternative means of completing the prescribed course of study in order to meet individual student needs and encourage all students to complete their high school education.
2. **Related Procedures:**

Instructional Programs, General	4000
Length of 7-12 School Day	4026
Uniform Course Names and Numbers	4100
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	4410
Progress Reporting, 7-12	4705
Citizenship Grading and Evaluation and Academic History	4710
Placement/Articulation, 9-12	4766
Graduation from Senior High School	4770
California High School Proficiency Examination (CHSPE)	4790
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

B. LEGAL AND POLICY BASIS

1. **Reference:** Board action of January 27, 2015 regarding alternative means, Agenda Item E.1; 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; 2007 Valenzuela settlement and AB 341; Education Code §46145-46147, 48200-48201, 48205, 48645.5, 48980-48984, 49700-49701, 51010-51017, 51041, 51050, 51054, 51220, 51224-51226, 51228, 51251, 51410-51412, 51460-51464, 51747, 56026-56035, 60850-60852, and 66204; California Code of Regulations, Title 5, §1600, 1631-1635, 1650, and 1651; USC, Title 42 §11434a(2).

C. GENERAL

1. **Originating Office.** Suggestions or questions regarding this procedure should be directed to the Office of Secondary Schools.
2. **Alternative Means.** To provide alternative means for students to complete the prescribed course of study as required by law in order to receive the diploma for high school graduation. (Education Code §51225.3[b])
3. District high school graduation requirements are specified in Administrative Procedure 4770.

D. IMPLEMENTATION

1. A student who cannot meet prescribed graduation requirements within the standard four-year timeframe but wishes to work toward earning a high school diploma may have the following options for continuing his or her education:
 - a. **Continuing enrollment in the school district beyond the age of 18.** 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, and the principal's decision is final. Factors to be considered include:
 - (1) The number of credits a student needs to complete high school graduation requirements,
 - (2) Student attendance record, and
 - (3) Citizenship.
 - b. **For English Learners,** continuing a fifth year of enrollment in the school district to complete graduation credits.
 - c. **For students with disabilities,** continuing at their school of attendance until age 22, whether or not they are diploma-bound, with accommodations and modifications as recommended by the student's IEP or 504 team.
 - (1) A student's first strategy should include obtaining an Option 1 diploma by successful completion of the appropriate classes at the student's comprehensive high school and/or through online credit recovery, or other district-approved means to fulfill graduation requirements.
 - (2) Pursuit of an Option 1 or Option 2 diploma via the adult education program. (Administrative Procedures 4400 and 4410)
 - 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 (as per Valenzuela settlement).
 - e. **Enrolling in an Adult Education Program** such as the San Diego Unified School District/San Diego Community College District joint adult high school diploma program, to earn an Option 1 or Option 2 diploma. (Administrative Procedures 4400 and 4410)
2. **Students in foster care and homeless students,** as defined in California Education Code 51225.2, and Section 11434a(2) of Title 42 of the United States Code, respectively, who transfer schools any time after completion of the student's second year of high school shall be exempted from all coursework and other requirements adopted by the school district that are in addition to the statewide coursework requirements¹, unless the district finds that the

¹ Minimum California coursework requirements are shown on Attachment 1. Physical Education is required. This is NOT an Option 2 diploma.

student is reasonably able to complete the additional coursework in time to graduate by the end of the student's fourth year of high school. (Education Code §51225.1)

- a. The district must notify the student in foster care or homeless student, the person holding the right to make educational decisions, and the district's Foster and Homeless liaison of the availability of the exemption and whether the student qualifies. Notification is required within 30 calendar days of the date that the student who may qualify for the exemption transfers into a school.
 - b. The district must inform the student of the option to remain in school for a fifth year to complete the additional coursework, permit the student to stay in school for a fifth year to complete the additional coursework, not require the student to accept the exemption from district graduation requirements, and not require or request the student to graduate before the end of the fourth year of high school.
 - c. The district must notify the student and the person holding the right to make educational decisions for the student how any of the requirements that are waived will affect the student's ability to gain admission to a postsecondary educational institution and provide information about transfer opportunities available through the California Community Colleges.
 - d. If a student is identified as eligible for exemption, the exemption may be granted at any time. The district may not revoke the exemption and a student cannot be required to transfer schools in order to qualify for an exemption.
 - e. For additional guidance on meeting the needs of students who are in foster care or who are homeless, contact the Children and Youth in Transition Department.
3. **Children of military families**, defined as a school-aged child or children, enrolled in grades K-12, in the household of an active duty military member.
- a. **Waiver Requirements.** The district shall use best efforts to waive specific courses required for graduation if similar coursework has been satisfactorily completed in another school district and shall provide reasonable justification for denial. Should a waiver not be granted to a student who would qualify to graduate from the sending school, the district shall use best efforts to provide the student with alternative means to complete required coursework so that graduation may occur on time.
 - b. **Transfers during Senior Year.** If a military student who must transfer at the beginning of his or her senior year is ineligible to graduate after all alternatives have been considered, the sending and receiving districts shall make best efforts to ensure the receipt of a diploma from the sending school district. Under the provisions of the Interstate Compact on Educational Opportunity for Military Children², the district shall use best efforts to facilitate the on-time graduation of the student.

² All 50 states have signed the Interstate Compact on Educational Opportunity for Military Children. The compact addresses key educational transition issues encountered by military families including enrollment, placement, attendance, eligibility and graduation. Children of active duty members of the uniformed services, National Guard and Reserve on active duty orders, and members or veterans who are medically discharged or retired for one year are eligible for assistance under the compact.

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- c. For additional guidance on meeting the needs of students from military families, contact the Children and Youth in Transition Department.

4. **Alternative means to fulfill course requirements for high school graduation include:**

- a. **Completion of selected UC ‘a-g’ Career Technical Education courses**, as shown on Attachment 2.
- b. **Mathematics validation.** Six credits of mathematics taken at a district secondary school are required to earn a district diploma. A minimum of four credits must be taken at the high school level. The highest level of mathematics taken will validate the previous sequence; therefore students who have successfully completed a higher level course will not need to take the lower level courses to fulfill the requirement. To be eligible for admission to the UC system, Geometry 1-2 or Integrated Math II A-B must be on the high school transcript with a grade of C or better. Information about University of California validation of mathematics courses is posted online at <http://admission.universityofcalifornia.edu/counselors/files/quick-reference-2014.pdf> .
- c. **Proficiency in a Language Other Than English (LOTE)** for students that do not complete two years of district-approved world language courses. The Language Other Than English Proficiency Certification (Attachment 3) must be completed and signed by the site principal/administrator. (For additional guidance on meeting the needs of students through LOTE proficiency, contact the Office of Language Acquisition.)
- (1) Students will earn graduation credit for world language courses taken at a district-managed school in Grades 7-12. Students enrolled in world language courses at district-approved Independent World Language Schools (IWLS) may earn graduation credit while enrolled at a district high school in Grades 9-12. (CCR, Title 5, §1632) Student grades are recorded on district transcripts.
 - (2) UC Validation. The completion of a higher-level (advanced) course in areas of sequential knowledge demonstrates proficiency of lower-level coursework in the same subject area for the purpose of satisfying the UC freshman admission subject requirements. Therefore, students who complete the equivalent of a second year (or higher) of a language other than English will meet the graduation requirement.
 - (3) Passing a Scholastic Aptitude Test (SAT) Subject Test, Advanced Placement (AP), or International Baccalaureate (IB) Exam.
 - (a) Score of 3, 4, or 5 on an AP Language and Culture or AP Literature exam.
 - (b) Score of 5, 6, or 7 on an IB Language HL exam.
 - (c) Scores as follows on the SAT Subject Test:
 - (i) Chinese with listening – 520
 - (ii) French/French with listening – 540
 - (iii) German/German with listening – 510

- (iv) Modern Hebrew – 470
 - (v) Italian – 520
 - (vi) Korean with listening – 500
 - (vii) Latin – 530
 - (viii) Spanish/Spanish with listening – 520
 - (d) Student grades will be recorded on district transcripts for students formally enrolled in AP and IB courses.
 - (e) For SAT Subject Test and for students taking an AP or IB exam while not enrolled in the course, Option 6 must be checked on LOTE Proficiency Certification with principal's signature.
- (4) Formal schooling in a Language Other Than English (LOTE).
- (a) Students with transcripts documenting a minimum of two years of formal education in the same language other than English at or beyond Grade 6 have met the world language graduation requirement. Consecutive enrollment is not required.
 - (b) School transcripts or other enrollment documents are required for verification. Option 5 is checked on LOTE Proficiency Certification with principal's signature. No district graduation credit or grade is earned.
- (5) Passing a LOTE Alternative Assessment.
- (a) Students who have never had the opportunity to take a world language course, or who do not have transcripts to document formal education in a language other than English, may choose to demonstrate proficiency via a LOTE Alternative Assessment (currently available in Arabic, Cambodian, Somali, Spanish, Swahili, and Vietnamese).
 - (b) Students must score at 70% or higher on the written exam and verify oral/aural proficiency by a speaker of the student's language.
 - (c) Option 3 must be checked on LOTE Proficiency Certification with principal's signature. No district graduation credit or grade is earned.
- (6) Assessment by a college or university.
- (a) Some university language departments conduct world language assessments and issue statements of competency on official letterhead. Such a formal document can be used to show that the student has met the world language graduation requirement.

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- (i) Students must contact the college or university directly in order to schedule an assessment. Students are responsible for any expense incurred to carry out the assessment process.
 - (b) Option 4 must be checked on the LOTE Proficiency Certification with principal's signature. No district graduation credit or grade is earned.
 - d. **Credit earned for college-level coursework.** (Administrative Procedure 4322)
 - e. **District-approved online credit recovery.**
 - f. **Independent study.** (Administrative Procedure 4316)
 - g. **Other such means as may be approved by the Board of Education.** Upon request, a district panel will be convened to consult on other alternative means, consider exceptions on a case-by-case basis, and request Board of Education approval.

E. FORMS AND AUXILIARY REFERENCES

- 1. Minimum California High School Graduation Requirements (Attachment 1)
- 2. UC 'a-g' Approved CTE Courses Approved to Serve as Alternative Means (Attachment 2)
- 3. University of California Quick Reference for Counselors, available online at <http://admission.universityofcalifornia.edu/counselors/files/quick-reference-2014.pdf>
- 4. Language Other Than English Proficiency Certification (Attachment 3)

F. REPORTS AND RECORDS

- 1. Records of alternative means used to issue graduation credit shall be kept in the student's cumulative file, with appropriate notation on the transcript.

G. APPROVED BY



General Counsel, Legal Services
As to form and legality

H. ISSUED BY



Chief of Staff