

INSTRUCTION

PROMOTION AND GRADUATION REQUIREMENTS

HIGH SCHOOL GRADUATION REQUIREMENTS

ALTERNATIVE CREDITS TOWARD GRADUATION

In order to meet individual student needs and encourage all students to complete their high school education, the Governing Board desires to provide flexibility in the completion of prescribed courses in accordance with law. (Education Code 51225.3)

As an alternative to completing the course requirements for high school graduation, students may fulfill one or more of the course requirements through:

- A. Supervised work experience or other outside school experience in accordance with Education Code 51760.3 and 5 CCR 1635.
- B. Courses offered by regional occupational centers or programs.
- C. Independent study through the appropriate, approved district program.
- D. District approved self-paced individualized instruction.
- E. Credit earned at a university, college, or other postsecondary institution.
- F. Military service and training in accordance with 5 CCR 1634 (Education Code 51440).
- G. On-line instruction from a district approved, formally accredited college or private institution.
- H. Correspondence instruction from a California university or college accredited for teacher training in accordance with 5 CCR 1633 (Education Code 51740-51741).
- I. Adult School coursework and/or practical demonstration of skills and competencies of Adult Education students.
- J. Foreign language courses successfully completed in private school, provided that conditions are met pursuant to Education Code 51243-51244; 5 CCR 1632.
- K. District approved coursework completed in a foreign country.
- L. District developed and prescribed examination in accordance with Education Code 52017.

The district shall accept for credit any coursework satisfactorily completed by students while detained in a juvenile court school or county or state-operated institution. District students who successfully complete district graduation requirements while so detained shall receive a diploma from the school they last attended. (Education Code 48645.5)

The Superintendent or designee shall determine whether a student has satisfactorily met course requirements through any of the above alternative means.

Legal References: Education Codes 35160, 35160.1, 48645.5, 48800-48802, 51220, 51225.3, 51240-51246, 51440, 51740-51741, 51760.3, 52017  
Code of Regulations, Title 5 - 1600-1635

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Alternative modes specified by the district for completing the prescribed course of study shall be made available to students, parents/guardians and the public. (Education Code 51225.3)

A. Work Experience Education

A student shall be granted up to 40 semester periods of credit for work experience education of one or more of the following types (Education Code 51760.3; 5 CCR 1635):

1. For exploratory work experience education, the student may earn 10 semester periods for each semester, with a maximum of 20 semester periods earned in two semesters.
2. For general work experience education, the student may earn 10 semester periods for each semester, with a maximum of 40 semester periods.
3. For vocational work experience education, the student may earn 10 semester periods for each semester, with a maximum of 40 semester periods.

To receive credit, the student must satisfy eligibility requirements and receive at least the minimum period of instruction or counseling pursuant to Education Code 51760.3.

B. Regional Occupational Program (R.O.P.) Classes

No student may take more than ten (10) credits in the same R.O.P. class in one semester or fifteen (15) credits for the community class (on the job training). R.O.P. credit is granted at the rate of five (5) credits per 75 hours of classroom work but may not exceed the maximum.

It is the responsibility of any student who wants to earn R.O.P. credit to get a "Permission to Enroll" form prior to the beginning of the semester and submit it to the R.O.P. student services representative. The student services representative will approve the placement of the student and submit the form to the student's counselor. R.O.P. teachers are responsible for sending progress notices at the scheduled times and/or whenever it becomes apparent that a student is failing. At the end of the semester, the R.O.P. student services representative submits student grades to the registrar.

C. Independent Study

Students may complete prescribed courses through the District approved Corona Alternative School Independent Study program established at Buena Vista High School.

D. Individualized Instruction

Students may complete prescribed courses through a District approved self-paced learning program.

E. College Courses

The district shall grant credit toward high school graduation for coursework successfully completed at a college or university provided that:

1. The student applies for and receives permission in writing from the principal or designee prior to enrolling in college or university coursework.
2. Upon completion of coursework, the student's transcript is forwarded to the high school registrar in a timely manner.

Coursework taken at a college or university may be used to fulfill subject area graduation requirements when it is determined that the course substantially addresses the California Content Standards. The course shall be one that satisfies college entrance requirements, applies toward college-level general education requirements, or is part of a vocational or career technical education course leading to a degree or certificate.

For students attending community college as special part-time students, credit shall be at a level jointly determined by the Board of Education and the community college governing board (Education Code 48800).

Students will be allowed high school credit on the following scale:

<u>College Credits</u>	<u>Equivalent High School Credits</u>
1 semester credit (1.5 quarter credits)	3.3 credits
3 semester credits (4.5 quarter credits)	10 credits

The student shall receive the same letter grade and grade weighting for the high school credit as is granted by the college. High school credit for college coursework will only be issued in 5 credit increments by rounding to the nearest 5 credit mark.

It is the responsibility of a student wishing to take a university or college course to meet the requirements of the District's prescribed course of study to submit the "Permission Form for College Courses" to his/her counselor for approval.

F. Military Service and Training

Corona-Norco Adult School credit toward completion of a high school diploma may be allowed for military service and training (Education Code 51440) in accordance with the following as prescribed in 5 CCR 1634:

1. Basic or recent training program with the Armed Forces of the United States.
2. Specialist or technical training program in the United States military services evidenced by certification of the U.S. Armed Forces Institute provided the training is in subjects that parallel courses usually taught in high school.
3. A training course, as a member of the Armed Forces, in a vocation that is found in civilian life.
4. General Educational Development Tests (high school level) prepared by the American Council on Education with both (a) a standard score of 40 or above on each of the tests in the battery; and (b) an average standard score of 45 or above.
5. Work experience in the Armed Forces that parallels a course or courses usually taught in high schools, evidenced by a statement upon a serviceman's record.
6. Classes completed in either (a) a public high school in the United States; or (b) a private high school of equivalent status in the United States.
7. Classes in subjects included in the high school course of study completed in a junior college or college in the United States accredited by a regional accrediting association.

G. Online Instruction

The district shall grant credit for on-line instruction under the following conditions:

1. The college or private institution providing the on-line instruction has received formal accreditation status from one of seven recognized accreditation agencies nationally (WASC, etc.), and has been included on the district approved list.
2. The Superintendent or designee has validated the accreditation status of the institution providing the on-line instruction, and has included the institution on the district approved list.

3. On-line coursework may be used to fulfill subject area graduation requirements when it is determined that the course substantially addresses the California Content Standards.
4. The student submits the “On-line/Correspondence Course Approval Form” to his/her counselor. Permission must be granted by the principal or administrative designee. Permission decisions may be appealed to the administrative director of Curriculum and Instruction. Completed and approved permission forms are kept in a separate file at the school site.
5. Upon completion of on-line coursework, the student submits a transcript of coursework to the high school registrar in a timely manner.
6. No more than forty (40) semester credits of correspondence or on-line instruction may be applied towards graduation.

H. Correspondence Instruction

The district shall grant credit for correspondence instruction under the following conditions (Education Code 51740, 5 CCR 1633):

1. The correspondence instruction is provided by the University of California, or other university or college in California accredited for teacher training, in subjects included within or related to the course of study offered in the district.
2. Correspondence coursework may be used to fulfill subject area graduation requirements when it is determined that the course substantially addresses the California Content Standards.
3. The student submits the “On-line/Correspondence Course Approval Form” to his/her counselor. Permission must be granted by the principal or administrative designee. Permission decisions may be appealed to the administrative director of Curriculum and Instruction. Completed and approved permission forms are kept in a separate file at the school site.
4. Upon completion of correspondence coursework, the student submits a transcript of coursework to the high school registrar in a timely manner.
5. No more than forty (40) semester credits of correspondence or on-line instruction may be applied towards graduation.

I. Adult School Courses for High School Credit

High school credit may be granted for an adult school course with the approval of the high school principal or designee and the adult school principal. Only those courses which are in the high school Course of Study will be accepted. Compelling educational reasons must exist before approval will be granted; for example, the student is short of credits for graduation.

Permission to apply adult school credit toward high school graduation must be obtained prior to the first meeting of the course. The student applies for this approval by completing the "Permission to Attend Adult Education Classes" form and submitting it to the principal or designee at the high school.

J. Foreign Language Instruction

The district shall grant credit for foreign language courses successfully completed in a private school, provided that all of the following conditions are met (Education Code 51243-51244; 5 CCR 1632):

1. The courses are in languages designated in Education Code 51244 or State Board of Education regulations.
2. The student or parent/guardian applies in writing for the credit, specifies the private school attended and the amount and level of credit requested, and submits written evidence from the private school showing that the student successfully completed the course.
3. The amount of credit sought equals at least one semester's work in five credit increments.
4. The principal or designee determines that the student's achievement is equivalent to that expected of a student of comparable ability taking the same or similar instruction in district schools. This determination shall be based upon the private school's report of a test developed by the private school in cooperation with the district or, if the private school is located outside the district, the principal or designee may use the test given by a public school or other evidence which he/she deems appropriate.
5. The student is regularly enrolled or applying to the district in grades 9-12.

K. Credit for Study in Foreign Countries

Foreign exchange students or other students studying for one or more semesters in a foreign country may transfer back a maximum of thirty (30) credits per semester to apply toward their graduation requirements. Students should choose classes which most closely approximate the graduation requirements of this district. Students should receive prior permission from their counselor for courses to be applied as district graduation requirements.

L. Challenge Examinations

The Board of Education recognizes that there is a need to allow high school students to challenge a given course by examination for grade and credit in order to accelerate progress towards graduation and to achieve flexibility in the selection of electives. This opportunity will permit a student to enroll in courses best suited to his/her education objectives.

1. Test Content and Administration

Students may challenge a course by examination only if they have passed both the English-language arts and mathematics sections of the CAHSEE.

Students may only challenge core courses which require administration of District developed “End of Semester” and “End of Course” examinations. These examinations have been developed by teacher committees, and are designed to be a comprehensive evaluation of student’s level of mastery of the California Content Standards.

Successful completion of the examination shall be at a level of at least 85% correct to indicate mastery of the content and/or reasonable chance for success in the next higher course. Ten units of course credit will be granted only if a student successfully passes both the “End of Semester” and “End of Course” examinations at the 85% level. In other words, students must demonstrate mastery of the content of both semesters of a one year or ten credit course.

The student’s transcript will reflect that either an A or B was earned by challenge according to the following proficiency levels:

A = 93% - 100%  
B = 85% - 92%

2. Petition to Challenge Courses by Examination

A student must complete and submit the “Petition Form to Challenge a Course by Examination” to his/her counselor. The counselor will then forward the request to the District testing coordinator in Curriculum and Instruction. The testing coordinator will establish a time and place, and supervise the administration and scoring of the “End of Semester” and “End of Course” exams. The testing coordinator will notify the student/parent and the student’s home school in writing of the exam results and transcript grade within ten working days of the administration of the exams.

During their enrollment in high school, students may challenge no more than four courses which meet graduation requirements. Courses may not be challenged for remediation. A student may challenge a particular course only once.