

## HIGH SCHOOL GRADUATION REQUIREMENTS

The Board of Trustees desires to prepare all students to obtain a high school diploma so that they can take advantage of opportunities for postsecondary education and employment.

(cf. 5127 - Graduation Ceremonies and Activities)

(cf. 5147 - Dropout Prevention)

(cf. 6011 - Academic Standards)

(cf. 6143 - Courses of Study)

(cf. 6146.3 - Reciprocity of Academic Credit)

### **Graduation Requirements: Total Credits - Comprehensive High School students/High School Diploma**

All graduates must complete a minimum of 220 credits of course work.

#### **Specific Courses**

English - 40 credits

Social Studies - 35 credits which shall include:

- Modern World History I or European History I AP (10 credits)
- Contemporary World Studies (5 credits) or Ethnic Studies (5 credits) (*Beginning with the Class of 2024, students will be required to complete Ethnic Studies and CWS will not be an alternative.*)
- United States History I (10 credits)
- American Government (5 credits)
- Economics (5 credits)

Physical Education - 20 credits

There is required enrollment in physical education, during grade 9. The balance of the credits shall be taken in grade 10 or may be deferred to grade 11 or 12 based upon student need.

Science - 20 credits

Including 10 credits biological science and 10 credits physical science, of which 10 credits must meet the "d" requirement on the University of California "a-g" list.

### Mathematics - 30 credits

Including Algebra I. Any course below the level of Algebra I does not receive high school math credit.

BP 6146.1(b)

## **HIGH SCHOOL GRADUATION REQUIREMENTS** (continued)

### Mathematics Waiver of Requirement

If a student has passed AP Calculus and the Advanced Placement test and has otherwise met the state requirement for two years of mathematics in high school, the third year district mathematics requirement shall be waived.

### World Language Waiver of Requirement

Any student who enters the district with an English proficiency designation of N or L may have the World Language requirement waived. They will not receive credits for the waiver. All other EL students will need to fulfill the World Language requirement for high school graduation. World Language 10 credits to be completed by the end of Grade 10.

Arts: Fine and Performing - 10 credits anytime in grades 9-12.

Career Technical Education (CTE) - 10 credits anytime in grades 9-12

To be counted towards meeting graduation requirements, a CTE course shall be aligned to the CTE model curriculum standards and framework adopted by the State Board of Education.

Health - 5 credits

Elective Credits - 40 credits

No more than 30 credits of School Community Service/Work Experience will be allowed toward the 220 minimum credits required for a diploma; and no more than one School Community Service/Work Experience can be taken during any given semester without the approval of the Principal.

### **Graduation Requirements: Total Credits - Adult School Students/Adult School Diploma**

All graduates must complete a minimum of 200 credits of course work.

### **Specific Courses**

English - 40 credits

BP 6146.1(c)

## **HIGH SCHOOL GRADUATION REQUIREMENTS** (continued)

Social Studies - 30 credits which will include:

- \* Modern World History I (10 credits)
- \* United States History I (10 credits)
- \* American Government (5 credits)
- \* Economics (5 credits)

Physical Education

Physical Education is not required for an Adult School Diploma per state regulations.

Science - 20 credits which will include:

- \* Physical Science (10 credits)
- \* Biological Science (10 credits)

Mathematics - 30 credits

Including 10 credits of Algebra I.

Health - 5 credits

Elective Credits - 75 credits, including, but not limited to, courses in:

- \* World Languages
- \* Fine/Performing Arts

**Graduation Ceremony Participation**

A student who intends to participate in the annual June graduation ceremony shall so indicate to the school's administration.

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)*

*(cf. 6146.4 - Differential Graduation and Competency Standards for Students with Disabilities)*

BP 6146.1(d)

## **HIGH SCHOOL GRADUATION REQUIREMENTS** (continued)

### **Exemptions and Waivers**

A foster youth, homeless student, former juvenile court school student, or child of a military family who transfers into the district any time after completing his/her second year of high school shall be required to complete all graduation requirements specified in Education Code 51225.3 but shall be exempt from any additional district-adopted graduation requirements, unless the Superintendent or designee makes a finding that the student is reasonably able to complete the requirements in time to graduate by the end of his/her fourth year of high school. Within 30 days of the transfer, any such student shall be notified of the availability of the exemption and whether he/she qualifies for it. (Education Code 51225.1)

*(cf. 1312.3 - Uniform Complaint Procedures)*

*(cf. 5145.6 - Parental Notifications)*

*(cf. 6173 - Education for Homeless Children)*

*(cf. 6173.1 - Education for Foster Youth)*

*(cf. 6173.2 - Education of Children of Military Families)*

### **Optional Five-Year Program for ELD I Students**

Given the district graduation requirements, the San Mateo Union High School District makes available a five-year high school program option for some students who enter district schools with no English proficiency (ELD I). The most salient feature of this five-year path is that it offers students an additional year to acquire the English they need and to take the classes required for graduation that they are unable to access as they learn English in ELD I classes.

When an ELD I student enters the district, counselors should create a graduation plan to determine if the student will need a 5<sup>th</sup> year to graduate. Counselors will create individual learning plans for qualifying students that will be reviewed on an annual basis to assess progress toward graduation. Each student's plan will list the coursework and the sequence necessary to meet District graduation requirements prior to the student's 19<sup>th</sup> birthday. When a student is approaching 18 years of age and is not behaving appropriately and/or advancing towards graduation, counselors will use these reviews to discuss options for alternative education programs.

All students who are placed on the Five year Plan will still have the option of completing their graduation requirements in four years.

### **Retroactive Diplomas**

Any student who completed grade 12 in the 2003-04 through 2014-15 school year and met all applicable graduation requirements other than the passage of the high school exit examination shall be granted a high school diploma. (Education Code 51413)

BP 6146.1(e)

### **HIGH SCHOOL GRADUATION REQUIREMENTS (continued)**

The district may retroactively grant a high school diploma to a former student who was interned by order of the federal government during World War II or who is an honorably discharged veteran of World War II, the Korean War, or the Vietnam War, provided that he/she was enrolled in a district school immediately preceding the internment or military service and he/she did not receive a diploma because his/her education was interrupted due to the internment or military service. A deceased former student who satisfies these conditions may be granted a retroactive diploma to be received by his/her next of kin. (Education Code 51430)

In addition, the district may grant a diploma to a veteran who entered the military service of the United States while he/she was a district student in grade 12 and who had completed the first half of the work required for grade 12. (Education Code 51440)

*Legal Reference: (see next page)*

## **HIGH SCHOOL GRADUATION REQUIREMENTS (continued)**

*Legal Reference:*

**EDUCATION CODE**

47612 Enrollment in charter school  
48200 Compulsory attendance  
48412 Certificate of proficiency  
48430 Continuation education schools and classes  
48645.5 Acceptance of coursework  
48980 Required notification at beginning of term  
49701 Interstate Compact on Educational Opportunity for Military Children  
51224 Skills and knowledge required for adult life  
51224.5 Algebra instruction  
51225.1 Exemption from district graduation requirements  
51225.2 Pupil in foster care defined; acceptance of coursework, credits, retaking of course  
51225.3 High school graduation  
51225.35 Mathematics course requirements; computer science  
51225.36 Instruction in sexual harassment and violence; districts that require health education for graduation  
51225.5 Honorary diplomas; foreign exchange students  
551225.6 Compression-only cardiopulmonary resuscitation  
51228 Graduation requirements  
51240-51246 Exemptions from requirements  
51250-51251 Assistance to military dependents  
51410-51413 Diplomas  
51420-51427 High school equivalency certificates  
51430 Retroactive high school diplomas  
51440 Retroactive high school diplomas  
51450-51455 Golden State Seal Merit Diploma  
51745 Independent study restrictions  
56390-56392 Recognition for educational achievement, special education  
66204 Certification of high school courses as meeting university admissions criteria  
67386 Student safety; affirmative consent standard  
**CODE OF REGULATIONS, TITLE 5**  
1600-1651 Graduation of students from grade 12 and credit toward graduation

4600-4687 Uniform complaint procedures

COURT DECISIONS

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

*Management Resources:*

WEB SITES

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

California Department of Education, High School: <http://www.cde.ca.gov/ci/gs/hs>

University of California, List of Approved a-g Courses:

<http://www.universityofcalifornia.edu/admissions/freshman/requirements>

Policy

adopted: August 23, 2018

**Instruction**

**SAN MATEO UNION HIGH SCHOOL DISTRICT**

San Mateo, California

AR 6146.1(a)

**HIGH SCHOOL GRADUATION REQUIREMENTS**

Requirements for graduation and specified alternative means for completing the prescribed course of study shall be made available to students, parents/guardians, and the public. (Education Code 51225.3)

(cf. 5126 - Awards for Achievement)

(cf. 6146.11 - Alternative Credits Toward Graduation)

(cf. 6145.6 - International Exchange)

(cf. 6146.2 - Certificate of Proficiency/High School Equivalency)

Students shall not be required to have resided within the district for any minimum length of time as a condition of high school graduation. (Education Code 51411)

**High School Exit Exam**

Students who have met all course requirements but who have not passed both parts of the California High School Exit Exam by their originally scheduled graduation date may continue to take the CAHSEE at their home school or at Adult School for 24 months following the original graduation date. The home school will notify students of the senior test dates and CAHSEE intensive intervention opportunities within that 24 month period. Students who pass both parts of the CAHSEE within this 24 month period, will receive a home school diploma. After this 24 month period, students may continue to work on passing the CAHSEE through the San Mateo Adult School and, upon passing the CAHSEE, will receive a district diploma.

**Optional Five-Year Program for ELD 1-2 Students**

The following sequence outlines the four-year program and optional five-year program for students entering the district with no English proficiency level and insufficient academic preparation:

## **Current Four Year Program**

### Freshman

ELD 1-2  
ELD 1-2a  
ELD Reading  
Algebra  
Physical Education  
Fine/Performing Arts  
Algebra Support

AR 6146.1(b)

## **HIGH SCHOOL GRADUATION REQUIREMENTS (continued)**

### Sophomore

ELD 3-4  
ELD 3-4a  
Geometry/Integrated Math Studies  
Physical Education  
Arts Health/Contemporary World Studies  
Science\*\*

### Junior

English 3-4 or 5-6 CP or H  
Transitional ELD/ELD 3-4a  
Science\*\*  
Geometry or Algebra 3-4  
World Language/Elective  
Modern World History  
Elective/ELD Reading

### Senior

English 5-6 or 7-8 CP or H  
Economics/America Government  
Science\*\*/Elective  
U.S. History

Elective  
Elective  
Elective

### **Optional Five-Year Program for ELD 1-2 Students**

The Optional Five-Year Program is intended for English Learners (ELs) who enter the district as ninth graders with no English proficiency and with a significant gap in their academic preparation. These students will have the option of taking two years to complete 9th grade.

#### Freshman

ELD 1-2(Hour 1)  
ELD 1-2 (Hour 2)  
ELD Reading  
Mathematics\*  
Physical Education  
Fine/Performing Arts  
Math Support

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### **HIGH SCHOOL GRADUATION REQUIREMENTS (continued)**

#### Freshman - Year 2

ELD 1-2 OR 3-4 (Hour 1)  
ELD 1-2 or 3-4 (Hour 2)  
ELD Reading  
Mathematics\*  
Physical Education  
Health/Contemporary World Studies  
Math Support/Elective

#### Sophomore

ELD 1-2 or 3-4 (Hour 1)  
ELD 1-2a or 3-4 (Hour 2)  
ELD Reading  
Science\*\*  
Mathematics\*  
Mathematics Support/Elective  
Modern World History (sheltered)

#### Junior

ELD 3-4 (Hour 1) or Traditional ELD  
ELD 3-4 (Hour 2) or English 3-4 CP  
ELD Reading or Elective  
World Language/Elective  
Mathematics\*/Elective  
U.S. History  
Science\*\*

### Senior

English 3-4 CP or English 5-6 CP  
American Government/Economics  
Transitional ELD/Elective  
Elective  
Elective  
Elective  
Elective

\*Appropriate to student needs. All students complete three years of math to graduate and must complete Algebra 1-2 and Geometry 1-2.

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## **HIGH SCHOOL GRADUATION REQUIREMENTS (continued)**

\*\*Appropriate to student needs. All students must complete two years of science including one physical science and one biological science. At least one of the courses must meet the D requirement on the U.C. A-G list.

ELD/English is required all five years.

### **Diplomas**

1. Guidelines for Issuing a San Mateo Union High School District Diploma
  - a. The Director of Attendance and Welfare will oversee and serve as the liaison with the Instruction Department, home schools, court schools and community day schools to identify students who have completed credits for graduation at a court school or community day school and needs to be issued a district diploma.
  - b. The home school needs to receive an official transcript from the court school so that all data can be added to a student's transcript.

- c. The Student Data Analyst from the home school will send the updated transcript to the Administrative Assistant in the Instruction Department.
  - d. All CAHSEE testing verification will be finalized by the Director of Curriculum and Assessment.
  - e. The Instruction Department will generate a San Mateo Union High School District diploma and then contact the student for diploma pick-up.
  - f. The records of a student issued a San Mateo Union High School District diploma will reside with the home school.
2. Independent Study
- a. Students new to the district entering Independent Study who complete graduation requirements will receive a district diploma, not a school site diploma.
  - b. If the student is within 30 units of graduation, he/she will receive a diploma from their home school
  - c. Students who return to a comprehensive high school for at least the final semester of high school will receive a diploma which indicates graduation from that high school.

AR 6146.1(e)

## **HIGH SCHOOL GRADUATION REQUIREMENTS (continued)**

3. Court and Community Day School
- a. A district student, who has been expelled or incarcerated and completes his/her course work for graduation at a court or community day school or other institution, will receive a district diploma, not a school site diploma.
  - b. A district student, who was expelled or incarcerated, attended a court or community day school and then returns to a district school, will receive his/her diploma from the new school where he/she completes his/her coursework for graduation.
  - c. If a student receives a district diploma, the records of the student will reside with the school that the student attended prior to expulsion or incarceration.
4. Adult Education
- a. The student has the summer and one full semester to complete graduation requirements to receive his/her diploma from their home school. After that

extension, he/she will receive a district Adult Education diploma when he/she completes the work. (3/5198)

- b. Students may transfer up to fifteen post high school Adult Education units back to their home school for that home school diploma. Students earning sixteen or more post high school units qualify for a district Adult Education diploma.

By "post high school" units, we mean work completed after May of the graduation year. Classes completed in the district concurrent (night school) program are not part of the maximum.

- c. Exceptions to the above policies will be made only by mutual consent of the home school Principal and the Director of Adult Education.
- d. Any student who does not satisfy the home school Physical Education requirement, or uses the G.E.D. test to substitute for elective units, will receive an Adult Education diploma.

Regulation  
approved: February 9, 2012  
**Instruction**

**SAN MATEO UNION HIGH SCHOOL DISTRICT**  
San Mateo, California  
BP 6146.11(a)

## **ALTERNATIVE CREDITS TOWARD GRADUATION**

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

*(cf. 6143 - Courses of Study)*  
*(cf. 6146.1 - High School Graduation Requirements)*  
*(cf. 6146.3 - Reciprocity of Academic Credit)*  
*(cf. 6162.52 - High School Exit Examination)*  
*(cf. 6200 - Adult Education)*

With the active involvement of parents/guardians, administrators, teachers, and students, the Board shall adopt alternative means for students to complete the prescribed course of study required for high school graduation. These alternative means shall be made available to students, parents/guardians, and the public. (Education Code 51225.3)

*(cf. 1220 - Citizen Advisory Committees)*  
*(cf. 6020 - Parent Involvement)*

Students may fulfill any course requirement for graduation through the following:

1. Career technical education classes offered in high school (Education Code 51225.3)  
*(cf. 6178 - Career Technical Education)*
2. Courses offered by regional occupational centers or programs (Education Code 51225.3)  
*(cf. 6178.2 - Regional Occupational Center/Program)*
3. Independent study (Education Code 51225.3)  
*(cf. 6158 - Independent Study)*
4. Credit earned at an accredited postsecondary institution (Education Code 48800, 51225.3)  
*(cf. 6172.1 - Concurrent Enrollment in College Classes)*
5. Correspondence instruction from a California university or college accredited for teacher training in accordance with 5 CCR 1633 (Education Code 51740-51741)
6. For credit toward the district's foreign language requirement, foreign language studies successfully completed in an accredited private school in accordance with 5 CCR 1632 (Education Code 51243)

BP 6146.11(b)

#### **ALTERNATIVE CREDITS TOWARD GRADUATION** (continued)

Upon receiving advance, written application by the student or his/her parent/guardian, the Superintendent or designee shall determine whether completion of the proposed alternative means would satisfy course requirements for graduation and what documentation shall be required, if any, to verify the student's successful completion. The Superintendent or designee shall make the final determination as to whether the student's completion of an alternative means is sufficient to satisfy the district's graduation requirements.

As appropriate, the Superintendent or designee shall determine the grade to be assigned to students for the completion of any of the above alternative means. When a grade is assigned by an accredited private school, postsecondary institution, or other educational institution for completion of coursework, that same grade shall be awarded by the district provided that the Superintendent or designee has determined the alternative course to be substantially equivalent to a district course.

*(cf. 5121 - Grades/Evaluation of Student Achievement)*

*Legal Reference: (see next page)*

BP 6146.11(c)

## **ALTERNATIVE CREDITS TOWARD GRADUATION (continued)**

*Legal Reference:*

### **EDUCATION CODE**

*35160 Authority of governing boards*

*35160.1 Broad authority of school districts*

*48412 Certificate of proficiency*

*48645.5 Course credit, juvenile court schools*

*48800-48802 Attendance at community college; advanced education*

*51220 Areas of study; grades 7-12*

*51225.3 Requirements for graduation*

*51240-51246 Exemptions from requirements*

*51420-51427 General Educational Development test*

*51440 Veterans' education, evaluation and credit toward high school graduation*

*51740-51741 Authority to provide instruction by correspondence*

*51745-51749.3 Independent study*

*51760-51769.5 Work experience education*

*52300-52499.66 Career technical education*

VEHICLE CODE

12814.6 Teen driver's act

CODE OF REGULATIONS, TITLE 5

1600-1635 Alternative credit

10070-10075 Work experience education

11500-11508 Regional occupational centers and programs

11520-11523 Proficiency examination and certificate

11700-11703 Independent study

UNITED STATES CODE, TITLE 20

2301-2414 Carl D. Perkins Career and Technical Education Act of 2006

*Management Resources:*

WEB SITES

California Department of Education: <http://www.cde.ca.gov>

Policy

adopted: July 15, 2010

**Instruction**

**SAN MATEO UNION HIGH SCHOOL DISTRICT**

San Mateo, California

AR 6146.11(a)

**ALTERNATIVE CREDITS TOWARD GRADUATION**

**Guidelines for Credit from Non-District Secondary Schools or Distance Learning**

Prior to registering for a non-district secondary course, the student or his/her parent/guardian shall obtain verification from the Superintendent or designee that the course is essentially equivalent to the high school curriculum and meets district graduation requirements. The number of semester credits assigned to the course shall be determined before the student begins coursework.

The district shall grant credit toward graduation for a non-district secondary course if all of the following conditions are met: (Education Code 51740, 51741; 5 CCR 1633)

1. The instruction is provided by the University of California, or other accredited university or college.

2. The student is, for good reason, unable to take the course of study offered in the school.
3. The Superintendent or designee determines the number of semester periods to be credited for successful completion of a particular distance learning course.
4. No more than 40 total semester units of distance learning are credited to a student towards graduation.

If students wish credit for such courses to appear on the high school transcript, the following regulations are in place:

1. Non-district secondary courses will only be accepted from institutions that are accredited.
2. Any fees charged by the non-district secondary school or distance learning institution are the responsibility of the student and parent/guardian.
3. High School students may enroll for SMUHSD credit in only one (1) non-district secondary course per semester. No more than four courses can be applied toward credit for a high school diploma. Summer is to be considered a separate semester.
4. Non-district secondary courses are acceptable only for make-up of failed courses or for enrichment. (Enrichment is defined as courses not taught in the San Mateo Union High School District.) Any exception to this guideline must be approved by the guidance counselor and Assistant Principal Instructional Services.

AR 6146.11(b)

#### **ALTERNATIVE CREDITS TOWARD GRADUATION** (continued)

5. Pre-approval must be obtained from the guidance counselor and Assistant Principal-Instructional Services. A description of the course must be attached to the approval form prior to enrollment, a copy of which must be retained in the cum folder. Students will submit an official transcript from the non-district secondary school or the distance learning institution for credit to appear on the transcript.
6. Refer to Administrative Regulation for the transfer of credit.

#### **Private Foreign Language Instruction**

The district shall grant credit for foreign language studies successfully completed in an accredited private school and shall apply the credit toward meeting any foreign language requirement

prescribed for grades 9-12, provided that all of the following conditions are met: (Education Code 51243-51245; 5 CCR 1632)

1. The courses are in languages designated in Education Code 51244.
2. The student is regularly enrolled in the district in grades 9-12.
3. The student or his/her parent/guardian applies in writing for the credit, specifies the accredited private school attended and the amount and level of credit requested, and submits a transcript or other documents from the accredited private school showing that the student successfully completed the course.
4. The amount of credit sought equals at least one semester's work.
5. Out-of-District World Language Schools (Effective: April 1, 2008)

Only world languages taken at WASC accredited schools and pre-approved by the guidance counselor and Assistant Principal-Instructional Services will be placed on the student's transcript. These may not be used towards the district world language graduation requirement unless approved by the guidance counselor and Assistant Principal-Instructional Services.

Students may continue to take world language off-campus at non-accredited schools for their own enrichment. However, these courses will not be placed on a student's high school transcript.

AR 6146.11(c)

## **ALTERNATIVE CREDITS TOWARD GRADUATION (continued)**

### **Guidelines for Credit from Post-Secondary Institute (Effective: August 2008)**

District students must take classes at a high school or adult school to earn a high school diploma. Students are encouraged to challenge themselves by taking courses at a post-secondary institution, including a community college. Students may take courses at a post-secondary institution and have the courses placed on the high school transcript under the following conditions:

The course has been pre-approved by the guidance counselor and/Assistant Principal-Instructional Services, using the post-secondary course Pre-Approval Form.

1. For make-up of a course required for graduation and there is an equivalent course offered at a post-secondary institution, including community colleges;
2. As part of an approved early graduation plan;
3. As a world language to satisfy CSU or UC minimum entrance requirements and the language class is not offered at the high school (for example, American Sign Language);
4. For a compelling academic need to a detailed course progression plan. (For example, a student takes chemistry in order to move on to physics and then another AP science); or
5. As a community college course taken at the high school campus.

The district will not transfer credit from a post-secondary institution to the high school transcript under the following conditions:

1. The course has not received pre-approval or does not fall within one of the conditions above.
2. The course is taken for enrichment, but is not needed for graduation or college

Note: High school transcripts do not need to reflect all college courses the student has taken. When students apply to college, they can submit a high school transcript as well as transcripts from post-secondary institutions.

### **Transfer of Community College Units**

1. Students wishing to take a community college course for high school credit must petition to do so by completing a concurrent enrollment form as well as the post-secondary course pre-approved form.

AR 6146.11(d)

### **ALTERNATIVE CREDITS TOWARD GRADUATION (continued)**

2. Students may take, with guidance counselor and/Assistant Principal-Instructional Services approval, a community college course that appears on the community college equivalency chart.
3. All three-unit community college courses on the district's list of approval courses earn five high school credits, i.e., 3 units = 5 credits. All other community college courses, not on the college equivalency chart will receive twice the unit value at the community college up to a maximum of 10 credits.

Community College Units	High School Credits
1 units	2 credits
2 units	4 credits
3 units	5 credits
4 units	8 credits
5 units	10 credits
9 units	10 credits

4. In the case of Physical Education courses, students must take a community college course totaling 1.5 units during the same semester to earn five high school P.E. credits. The rationale for this conversion is that the combination of classes requires students to be in P.E. five hours per week, the same as is required for five units of high school P.E.

Regulation  
approved: July 15, 2010

**SAN MATEO UNION HIGH SCHOOL DISTRICT**  
San Mateo, California