

Administrative Regulation

Accumulation of Credits for Graduation - Day High Schools

- A. To fulfill the requirements for a diploma from any day high school in the district, students must: (1) complete 152.5 credits in the stipulated required curriculum; (2) and complete 67.5 credits in elective courses for the completion of the prescribed 220 credits for graduation.
- B. All students, except those exempted under applicable provisions of the Education Code, shall be enrolled in at least 360 minutes of daily instruction at the day high school.
- C. A comprehensive high school student may be concurrently enrolled in Adult Education classes only if the student is enrolled in four (4) daytime classes at the school of residence prior to enrollment into Adult Education classes.
- D. Only those approved off-campus courses in Adult Education and CTE which require a minimum of 54 clock hours of instruction per semester may be accepted by the day high school for graduation credit. Five credits will be granted for: (a) a passing grade, (b) successful completion of a minimum of 54 hours of instruction per semester, and (c) successful completion of the semester course.
- E. Prior to pursuing an alternative educational opportunity, for which credits will be accepted, a student must first have completed and failed the required class at the comprehensive high school. Exceptions may be made for individual students when approved by the referring high school principal.
- F. Students enrolled in approved off-campus courses of instruction shall be permitted to earn only the number of credits authorized by the day high school of attendance. In no instance may a student be permitted to earn more than 25 credits per semester in an approved off-campus program. The successful completion of a CTE course(s) will count toward meeting the graduation requirement.

The principal must grant approval prior to students enrolling in alternative educational placements for which credits will be accepted.

- G. The maximum number of credits which a student may earn in any one semester shall not exceed 45 in any combination of regular day school classes, CTE, Adult Education, or college programs. Exceptions may be made for individual students only in unusual circumstances and when prior written approval is granted by the high school principal.
- H. The total number of credits which a student may earn in any discipline or curricular/instructional area, i.e., P.E., music, drama, English, mathematics, Career Technical Education, Adult Education, etc., may not exceed 40, unless part of an educational program and/or career goal individually approved by the principal or designated representative.
- I. The maximum number of credits which may be earned by a student in summer school and which may be applied toward completion of high school graduation requirements is 15. These credits may be earned in any combination of regular day (including CTE, Adult Education and/or college) programs. Exceptions may be made for individual students only in unusual circumstances, and when prior approval is granted by the director of 7-12 Instruction.
- J. Students who have not accumulated enough credits to meet the graduation requirements, but fulfill them during the ensuing summer school session, will be granted their diplomas from the respective day high school dated as of the closing date of the summer session. Students may accumulate no more than 25 credits toward graduation requirements.
- K. Off-Campus Contract Independent Study Program
1. Students who seek instruction not offered at the day school of attendance, or;
 2. Students who seek to become proficient in a skill beyond the level offered within the existing curriculum of the day school of attendance, shall be provided an opportunity to earn additional or substitute course credit toward graduation through an approved off-campus contract independent study program if the following conditions are met:
 - a. The principal of the day school must grant prior approval;
 - b. Written agreements;
 - (1) The principal has the responsibility for the execution of a written contract agreement, detailing an approved course of study under the off-campus contract independent study program. Form 9802.101 shall be used, with copies disseminated as indicated at the bottom of the form.

- (2) The approved program of independent study for each student shall include at least the following criteria:
- (a) The approval of the instructional agency or institution providing instruction. Approval shall be based upon qualifications, years of teaching experience/work experience, and/or membership in professional organizations.
 - (b) A statement of the goals and specific objectives to be achieved by the student through the off-campus independent study program.
 - (c) The nature, manner and place of conducting an off-campus contract independent study program which shall include:
 - 1) The times and lengths of instruction (minimum of 56 hours of outside instruction for five units of high school credit);
 - 2) The length of time the agreement will be in effect (not to exceed one school year per agreement);
 - 3) A statement declaring that the off-campus contract study program shall not conflict with the class schedule of the student at his/her school of attendance.
 - (d) A statement regarding a designated competency level expected student performance and the manner by which achievement of stated objectives will be measured;
 - (e) The manner of reporting and time, place and frequency of reporting student grades:
 - 1) Reports shall be on a quarterly basis with a final grade reported at the end of each semester;
 - 2) A progress report (if necessary) shall be reported for students who are not progressing satisfactorily at the end of the fifth week of each quarter.
 - (f) The signature of the student, parent/guardian of a minor student, and the instructional agency or institution approved to provide instruction under the off-campus contract independent study program;

- (g) The signature of the principal signifying school approval;
 - (h) The signature of the director 7-12 Instruction, signifying district approval;
 - (i) Any written provisions necessary to prevent potential hazards beyond those existing for on-campus instruction.
- c. Supervision and record keeping
- (1) The off-campus contract independent study program shall be supervised and monitored by the principal or the designated representative.
 - (2) The principal or the principal's designated representative has the responsibility for the compilation and maintenance of accurate records including but not limited to:
 - (a) A master file of all off-campus contract independent study program agreements;
 - (b) A master file of all students participating in off-campus contract independent study programs indicating courses/credits attempted and completed by each student;
 - (3) A master file containing certificates of insurance and hold harmless agreements provided by the instructional agency or institution responsible for instruction under the off-campus contract independent study program agreement shall be on file in the department of 7-12 Instruction.
- d. Hold harmless agreements and certificates of insurance
- (1) Requirements for instructional agencies and institutions:
 - (a) The principal shall verify that a hold harmless agreement (Form 9802.121 9/83) and certificates of insurance in the amounts stated below have been provided to the school by each instructional agency or institution responsible for instruction under each contract independent study program agreement.

- 1) The contractor agrees to carry a comprehensive general liability policy including premises-operations, products-completed operations, blanket contractual and personal injury in an amount not less than \$1,000,000 per person or occurrence and property damage of not less than \$500,000 per accident, in a form acceptable to the Garden Grove Unified School District.
- 2) Such insurance as is afforded by this policy for the Garden Grove Unified School District, its Board of Education, superintendent, officers, agents, and employees, shall be primary and any insurance carried by the Garden Grove Unified School District, its Board of Education, superintendent, officers, agents, and employees shall be excess and non-contributory.
- 3) It is further agreed that the contractor shall name the Garden Grove Unified School District, its Board of Education, superintendent, officers, agents, and employees as additional named insureds under its comprehensive general liability insurance policy and provide a 10-day cancellation or reduction of insurance clause.

(2) Requirements for individual (parent/teacher/student):

- (a) The parent/guardian of a minor and/or a student 18 years of age or older shall furnish the Garden Grove Unified School District with a hold harmless agreement (Form 9802.106 9/83).

e. Insurance and medical release (student)

- (1) It shall be the responsibility of the student to provide a certificate of insurance showing that he/she possesses appropriate auto and medical insurance coverage if private transportation will be used for travel related to the off-campus contract independent study program.
- (2) It shall be the responsibility of the student to provide written evidence of insurance policy coverage for accidental death, medical and hospital expenses resulting from accidental bodily injuries.

- (3) Parent authorization for emergency medical treatment (Form 9802.97) shall be completed by the parent/ guardian and shall be on file in 7-12 Instruction.

f. Equipment

It shall be the responsibility of the student to provide for any equipment and/or materials as needed for instruction under the off-campus contract independent study program agreements.

g. Credits: High School (9-12)

- (1) The student may earn a maximum of five credits per semester with a maximum of forty credits during time of attendance in the high school through the off-campus contract independent study program.

- (2) Credits shall be semester credits only.

h. Attendance

A student enrolled in an off-campus contract independent study program shall not be credited with more than one day of attendance in any calendar day and shall be a full-time student enrolled in regular classes meeting the requirements set forth in EC Sections 46113 and 46141.

L. Campus Service and Campus Service/Teacher Assistant/Peer Tutor

1. The conditions set forth in the high school course catalog for Campus Service and Campus Service/Teacher Assistant/Peer Tutor must be strictly adhered to, subject to the following regulations:
 - a. Concurrent enrollment of a student in Campus Service and Campus Service/Teacher Assistant will not be allowed. A maximum of five credits may be earned in one semester.
 - b. All participating students must be (and remain) enrolled in five classes on campus in addition to their enrollment in Campus Service and Campus Service/Teacher Assistant classes.
 - c. A senior may include enrollment in Campus Service or Campus Service/Teacher Assistant as part of his/her five period day.

2. Enrollment will be governed by the following restrictions:
 - a. There shall be a maximum of one student per teacher per day enrolled in Campus Service/Teacher Assistant/Peer Tutor with the exception of teachers of such classes as intervention, ELD, lab or special education. The principal shall have the option of assigning additional students to teachers instructing the classes listed above, upon justification of a clear educational need.
 - b. Campus Service enrollment is to be limited to such offices as Attendance, Nurse, Activities, Administration, Bookstore, and Cafeteria. The principal's approval is required when assigning more than one student per period to an office.
 - c. It is the responsibility of the teacher to provide direct supervision to the students enrolled in either of these programs and to require the student to be in attendance a full period five days each week for the entire semester. It is the further responsibility of the teacher to plan for tasks, duties and responsibilities which will provide sound educational activities and learning responsibilities for each student.
 3. Each school shall develop written procedures reflecting these guidelines which shall include job descriptions for the student enrolled in Campus Service and Campus Service/Teacher Assistant/Peer Tutor. These descriptions are to identify skills all students will develop and must provide for the varying aptitudes of individual students within the program.
- M. Students not meeting the district's comprehensive high school graduation requirements by their declared graduation date (January for early graduation and June for regular graduation) have the opportunity to do so as follows:
1. Home High School Diploma
 - a. Students requiring more than 15 credits of work to complete graduation requirements will be referred to alternative education programs to complete diploma requirements and must then receive their diploma through the alternative program.
 - b. Students must make up all deficiencies of 15 credits or less within one year of their originally scheduled graduation date. Credits can be earned through Adult Education, CTE, Community College, or an accredited high school.

- c. Students must meet all of the graduation requirements which were in effect for their graduating class.
 - d. Students complying with the above shall receive a diploma which bears the month and year of the next graduation date, such as January 2000, June 2001, etc.
2. Adult Education Diploma
- a. Students not completing all requirements for comprehensive high school graduation within one year from their originally scheduled graduation date have the opportunity to earn an Adult Education diploma in subsequent years.
 - b. Students seeking an Adult Education diploma shall meet the district's current requirements.

(Page 8 of 8)

Ref: EC Sections 46113, 46141, 46144-46145, 46300, 51040-51041,
51050-51057, 58400-58412

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