

CLASS ASSIGNMENT

The Governing Board believes students should be assigned to classes and/or grouped in a manner that provides the most effective learning environment for all students.

Time Requirement

Credit is determined by the number of hours a student spends in class. A student attending a class which meets one period daily (or the equivalent) for one semester, quarter, or trimester (each constituting a grading period), earns five (5) units of credit. No credit is given for classes in which a student receives a grade of F. Students who have not been enrolled in school for any reason must be enrolled in a class for at least seventy (70) school days to qualify for semester credit, forty (40) school days on a 4x4 schedule to qualify for quarter, or forty-seven (47) school days to qualify for trimester credit. Students who enter too late to meet this requirement may be referred to an alternate program until a new grading period begins.

Early Departure

If a student departs from school after seventy (70) semester school days, forty (40) quarter school days, or forty-seven (47) trimester school days, and wishes to apply for credit, the "Request for Early Departure" form must be completed indicating the reason for leaving early. This form must be signed by the parents, teachers, and principal or designee. Prior to receiving a final grade for credit, this student must satisfactorily complete work specified by the teacher, which may include taking a final examination.

Granting of Credit for Religious Instruction

Transfer students may be given elective credit for courses dealing primarily with religious doctrine if the credit has been earned in an accredited high school during the regular school day and as a part of the regular school curriculum. Social science and English classes which include comparative religion or a study of religions from a historical or literary viewpoint may be counted for credit in those departments. The amount of credit awarded will be determined as specified in Time Requirement above.

Multiple Credit

The following courses may be taken for multiple credits:

Advanced Dance 1-2
All Physical Education classes
(excluding freshman level PE courses)
CTE classes (excluding those which
a-g requirement)
ELD Explorations A/B
ELD Explorations C/D

Journalism 2
Learning Strategies
Newcomer (ELD)
Performing Classes in music satisfy an
(vocal/instrumental)
Planning and Leadership
School Service classes

CLASS ASSIGNMENT (continued)

ELD Reading/Writing 1-2, 3-4	Studio Art
ELD Science	Teaching Internship
ELD Social Science	Tech Production 3-4
English Language Development (ELD) 1-2	Theatre Studies 7-8
Internship	Work Experience
	Yearbook

High School Equivalency (HSE)

Based on state and federal regulations, students who have reached 18 years of age are eligible to take the GED test. The GED test may be translated into the equivalency of high school elective credit and applied toward graduation from Abraxas High School or the Poway Adult School.

Partial Credit

Partial credit will be granted only for Work Experience and Continuation Education with the following exceptions: As part of the transfer process for students in transition, homeless students, or students in foster care, the district shall review the educational record of the student including a determination of seat time, full or partial credits earned current classes, and grades. For cases where no comparable courses exist for an incoming student, the principal or designee will make the decision as to which credits will be accepted toward meeting the graduation requirements.

Partial credit for students in transition or students in foster care will be accepted upon receipt of an official transcript from their previous school. Partial credits from PUSD will be provided to students in transition or students in foster care.

PARTIAL CREDIT	# OF DAYS ATTENDED	CREDITS EARNED
SEMESTER = 90 Days	90	5
	72-89	4
	54-71	3
	36-53	2
	18-35	1
	<18	0
TRIMESTER = 60 Days	60	5
	48-59	4
	36-47	3
	24-35	2
	12-23	1
	<12	0

CLASS ASSIGNMENT (continued)

PARTIAL CREDIT (continued)	# OF DAYS ATTENDED	CREDITS EARNED
QUARTER = 45 Days	45	5
	36-44	4
	27-35	3
	18-26	2
	9-17	1
	<9	0

Maximum Number of Physical Education Credits Allowed

No more than forty (40) credits of physical education may be applied toward graduation requirements.

Maximum Number of School Service and Special Programs Credits Allowed

1. A maximum total twenty (20) credits of school service from the following courses may be applied toward graduation. A maximum of ten (10) credits from Office/Teacher/Library/Media Assistant, Academic Tutor, Peer Tutor. A maximum of ten (10) credits may be earned from Office Assistant, Teacher Assistant, Library Assistant, or Media Assistant.
2. No student may take more than one school service course per semester.
3. Planning and Leadership (ASB) is excluded from the 20-credit maximum; however, other school service classes may not be taken by students enrolled in Planning and Leadership.
4. A maximum of ten (10) credits in Work Experience may be earned in one semester. Other school service classes may not be taken by students enrolled in Work Experience. A maximum of five (5) credits of Work Experience may be earned during the summer session.

Class Delineation

Students are promoted annually to the next grade. No student will achieve senior status without having achieved a minimum of 170 units of credit on a semester schedule, 155 credits on a trimester schedule, or 150 credits on a 4x4 schedule.

CLASS ASSIGNMENT (continued)

Middle School Students Taking High School Level Courses

Students may enroll in high school classes in languages other than English, LOTE, and mathematics as part of their middle school courses. Students at the middle school level may enroll in either one or two years of foreign language, depending upon what is offered at the specific school site. The course of study taken at the middle school is comparable to those same levels which are taken at the high school level; therefore, successful completion of middle school foreign language classes fulfill the foreign language requirement for the University of California and California State University systems.

No high school credit will be granted for any courses taken in middle school; however, the course and grade may be entered on the high school transcript with parent written request.

This policy also applies to students in middle school who fulfill middle school requirements by taking advanced courses at the high school. Enrollment in these courses is on a space-available basis with approval of both the high school and middle school principals.

In all cases, students must earn a total of 230 credits for high school graduation.

Summer Institutes

Students who wish to participate in summer institutes outside the district must arrange with the principal by the end of the spring semester for acceptance of any credit which they wish to have transferred to satisfy high school graduation requirements. A maximum of ten (10) credits can be earned in a summer institute. It is the responsibility of the principal or designee to determine if the credit can be accepted to meet graduation requirements.

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 only the number of credits which equate with the number of credits which could be earned here within a grading period to apply toward their graduation requirements. Students should choose classes which most closely approximate the graduation requirements of this district. When transcripts are received, "Pass" or "Fail" will be used for the grade. (See PUSD Administrative Procedure 3.7.1- Transfer Credit.)

Private Driver Training

No credits toward graduation will be granted for private driver training or private driver education instruction.

CLASS ASSIGNMENT (continued)**College Credit for High School Diploma**

College or university courses, including online college or university courses, may be taken for high school credit if prior permission is received from the principal or designee to assure that provisions of this procedure have been followed. Arrangement to apply this credit toward high school graduation must be made prior to the first meeting of the course, and the following stipulations apply:

1. The course must be taken after the student has completed two years of high school.
2. Students may apply a maximum of twenty (20) high school credits from college or pre-approved college online courses toward high school graduation. In addition to these twenty (20) credits, students may repeat a class which has been attempted and failed at the high school level.
3. It is the responsibility of students who wish to apply college credit toward graduation requirements to see that their transcript is forwarded to the high school registrar in a timely manner. Seniors must see that the counselor and the registrar are informed of the intent to use college credit. Students should notify their counselor prior to the beginning of each class that high school credit is their intent. They must also notify the registrar one week before the end of the class whether or not they are passing in a college class. College teachers are not included in credit/passing checks which are done to determine whether or not a student can participate in graduation ceremonies. Counselors should provide students with appropriate forms for these notifications.
4. Online courses taken outside of the district must be pre-approved by the district designee prior to enrollment.

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

<i>College Units</i>	<i>Equivalent High School</i>
2 semester units (3 qtr. units)	2.5 credits
3 semester units (4.5 qtr. units)	5 credits
4 semester units (6 qtr. units)	7.5 credits
5 semester units (7.5 qtr. units)	10 credits

Students who receive one semester unit (minimum 35 hours) for a physical education class will receive 2.5 high school credits in physical education.

Independent Study

Each high school will handle independent study for individual classes as a local matter. Off-campus independent study as allowed by SB 1501 will be managed as indicated by Board Policy Section 3.15 and Administrative Procedure Section 3.15.1.

CLASS ASSIGNMENT (continued)

Outside and Online Credit for High School Diploma

In order to give students the opportunity to take courses not available in the district or to make up deficient credits, the following guidelines are established:

1. To apply for outside or online credit toward high school, prior approval must be received from the principal, or designee.
2. Students may apply a maximum of twenty (20) high school credits for outside or online high school courses.
3. It is the responsibility of the student who wishes to apply outside or online high school credits toward graduation requirements to see that an official transcript is forwarded to the high school registrar in a timely manner.
4. It is the responsibility of the student to verify that the course meets any college entrance requirements.
5. High school courses taken outside of the district must be pre-approved by the principal, or designee, prior to enrollment.
6. Courses taken at schools outside of the Poway Unified School District will not count as repeats from original course(s) taken at a PUSD school. They will be added to the transcript and counted in the GPA along with the original course(s) taken.

Graduation Ceremony

Students may participate in the graduation ceremony if they have completed a minimum of 230 credits and all other district requirements for graduation. Students who have taken the California High School Exit Exam (CAHSEE) throughout their senior year, including the May administration may participate in the graduation ceremony before receiving notification whether they have passed the CAHSEE. The completion of 230 credits and passing the CAHSEE must be accomplished before a student receives a high school diploma. Students who are being invited back for a fifth year are not included in this policy.

Time Limit on Graduation Requirements

Students who complete four years of high school but do not complete graduation requirements on schedule may subsequently graduate with the credit requirements which were in effect for the class in which they would normally have graduated at the end of four years.

CLASS ASSIGNMENT (continued)**Additional Requirements for Grades 9-12**

Except for a student enrolled in an alternative school, community day school, continuation high school, or opportunity school, or as otherwise specified below, no student enrolled in grades 9-12 shall be assigned:

1. To any course without educational content for more than one week in any semester, including any of the following situations: (Education Code 51228.1)
 - a. The student is sent home or released from campus before the conclusion of the designated school day.
 - b. The student is assigned to a service, instructional work experience, or other course in which he/she is assigned to assist a certificated employee, but is not expected to complete curricular assignments, in a course the certificated employee is teaching during that period and where the ratio of certificated employees to students assigned to the course for curricular purposes is less than one to one.
 - c. The student is not assigned to any course for the relevant course period.
2. To a course that he/she has previously completed and received a grade determined by the district to be sufficient to satisfy minimum high school graduation requirements and the requirements and prerequisites for admission to California public postsecondary institutions, unless the course has been designed to be taken more than once because students are exposed to a new curriculum year to year and are therefore expected to derive educational value from taking the course again (Education Code 51228.2)

(cf. 6181 - Alternative Schools/Programs of Choice)

(cf. 6184 - Continuation Education)

(cf. 6185 - Community Day School)

An exception to item #1 or #2 above may be made only if all of the following conditions are satisfied: (Education Code 51228.1, 51228.2)

1. The student, or the student's parent/guardian if he/she is younger than age 18 years, has consented in writing to the assignment.
2. A school official has determined that the student will benefit from being assigned to the course period.
3. The principal or assistant principal has stated in a written document maintained at the school that, for the relevant school year, no students are assigned to those classes unless the school has obtained the student's or parent/guardian's consent and determined that the student will benefit from the assignment.

CLASS ASSIGNMENT (continued)

In addition, under no circumstances shall a student be assigned to a course period without educational content or a course he/she has already satisfactorily completed because there are insufficient curricular course offerings for the student to take during the relevant period of the school day. (Education Code 51228.1, 51228.2)

The above limitations on class assignments shall not affect the authority of the Superintendent or designee to permit the enrollment of a student in a dual enrollment, independent study, evening high school program, or other class or course authorized by law. (Education Code 51228.1, 51228.2)

(cf. 6158 - Independent Study)

(cf. 6172.1 - Concurrent Enrollment in College Courses)

Legal Reference:

EDUCATION CODE

35020 Duties of employees fixed by governing board

35160 Authority of the board

51224.7 California Mathematics Placement Act of 2015

51228.1 Assignment to courses without educational content, grades 9-12

51228.2 Assignment to courses previously completed, grades 9-12

51228.3 Uniform complaint procedures; noncompliance with assignment limitations for grades 9-12

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures

Management Resources:

WEB SITES

California Department of Education, Curriculum and Instruction: <http://www.cde.ca.gov/ci>

National Association for the Education of Young Children: <http://www.naeyc.org>