

**HIGH SCHOOL GRADUATION REQUIREMENTS/  
STANDARDS OF PROFICIENCY**

The Governing Board desires to prepare each student to obtain a diploma of high school graduation in order to provide students with opportunities for postsecondary education and/or employment.

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)

**Graduation Requirements from Tracy's Comprehensive High Schools**

A student must complete 220 credits and will normally carry a minimum of thirty credits each semester while in school. Passing the California High School Exit Exam is required for graduation. Students must complete the total number of credits in each of the areas listed below:

English	40 credits
Social Studies	30 credits
Science	30 credits
Math	20 credits
Fine Arts or Foreign Language	10 credits
Physical Education	20 credits
Required Course Total	150 credits
Elective Courses	70 credits
TOTAL	220 credits

For high school students graduating in 2019, 2020, and 2021, three years of science is to include at least one course in biological science and at least one course in physical science. For high school students graduating in 2022 and after, three years of science is to include one course in biology, one course in chemistry, and one course in physics. All science courses must be aligned to the 2013 California Science Standards.

All students must take and pass at least two years of math while enrolled in high school and one of the two classes must be Algebra I. This requirement may be completed in grade 8. Education Code 51224.5 clarifies that completion of algebra coursework prior to grade 9 may satisfy the algebra coursework requirement, but does not exempt a student from the requirement to take at least two years **of** mathematics in grades 9-12.

Students must take four years of English, two of which must address the ninth and tenth grade standards addressed on the California High School Exit Exam.

Beginning with the graduating class of 2008, all students will demonstrate mastery of District identified technology skills.

Adopted: 06.12.07

Revised: 06.12.18

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Foreign exchange students may receive honorary diplomas pursuant to Education Code 51225.5.

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

The Golden State Seal Merit Diploma shall be issued to eligible students who meet the criteria as set forth by the State Board of Education.

Students who complete 100 hours or more of documented community service will receive a special notation on their transcript.

Supplemental Instruction shall be offered to any student who does not demonstrate “sufficient progress,” as defined in Board policy, toward passing the exit examination. (Education Code 37252, 60851)

Students who successfully complete all of Tracy Unified School District graduation requirements but have not passed the California High School Exit Exam will receive a Certificate of Completion in lieu of a diploma. Students with a Special Education IEP who—successfully complete all graduation requirements specified in the IEP but have not passed the California High School Exit Exam shall be eligible for a Certificate of Completion or a diploma, depending upon existing law. Students eligible to receive a Certificate of Completion may participate in all senior activities, including graduation ceremonies, subject to appropriate policies.

The District may retroactively grant a high school diploma to a former student who was interned by the 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 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. (Education Code 51430)

In addition, the Board may retroactively grant a diploma to a deceased former student who satisfies the above conditions. The diploma shall be received by the deceased student’s next of kin. (Education Code 51430)

If a student successfully completes the District’s graduation requirements while attending a juvenile court school or nonpublic, nonsectarian school or agency, the District shall issue the student a diploma from the school the student last attended. (Education Code 48645.5)

At the beginning of each school year or at the time a student transfers into the District, the Governing Board shall provide written notification to all students in grades 9-12 and to their parents/guardians that each student completing the 12<sup>th</sup> grade shall be required to successfully pass

Adopted: 06.12.07

Revised: 06.12.18

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the state's high school exit examination as a condition of graduation. The notification shall include, at a minimum, the date of the examination, the requirements for passing the examination, and the consequences for not passing the examination. (Education Codes 48980, 60850, 60859).

The examination shall be administered in accordance with law, Board Policy, and administrative regulation.

When students do not demonstrate sufficient progress toward passing the exit examination supplemental instruction offered by the District shall be designated to assist students to succeed on the exit examination and shall reflect statewide academic standards to the extent that the District has aligned its curriculum with those standards. (Education Code 60851)

Supplemental instruction shall include summer school instructional programs for students in grades 7-12 who do not demonstrate sufficient progress toward passing the exit examination. (Education Code 37252)

**Limitations:**

1. Except where specified, courses which are repeated earn credit one time only. In the instance where a course is repeated, the second set of grades will be included on the student's permanent record.
2. A maximum of 40 credits from any work experience education may be credited toward graduation requirements. Students may be enrolled in no more than two (2) periods of outside work experience.
3. A maximum of 10 credits from any combination of teacher's aide, office aide, tutor, library aide, etc., may be applied toward graduation. These credits can only be earned during the 11th and/or 12th grade.
4. A maximum of 40 credits of physical education may be credited toward graduation requirements.
5. Units of credit earned at all other accredited schools and correspondence schools may be transferred. Units from correspondence schools must have prior approval of the student's counselor and administrator.
6. By arrangement, and with prior approval, certain units earned concurrently at other institutions may also be accepted toward graduation. ROP/ROC classes and centers are examples and more information can be obtained from the counseling staff.

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Revised: 06.12.18

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7. Units of credit earned on independent contract study or home teaching must have prior approval of the student's counselor and administrator.
8. Units of credit earned at non-accredited schools may be accepted provided there is substantial supportive evidence that the units earned conform to the Carnegie standard of earned credit.
9. Units of credit received through the Tracy Adult School must be earned concurrently and have prior approval of the student's counselor and the adult school administrator or designee to be applied toward graduation from high school.
10. Units of credit earned from an institution of higher learning; i.e., an accredited community college or a four (4) year college; may be considered for graduation only if the following criteria is met:
  - a. The student must be currently enrolled as an eleventh or twelfth grader in high school during the time that the college classes are being taken.
  - b. The student must obtain prior written approval from the high school principal and the junior college/college involved in order for units of college credit to be applied toward high school graduation.
  - c. The student must be enrolled in at least four classes at high school during the semester he/she is concurrently enrolled.
  - d. A maximum of twenty (20) units from the higher institution of learning may be credited toward graduation from high school.
  - e. Consideration for credit transfer will not be granted to former students, who left high school before graduation, or who are not age appropriate for reenrollment.

**Early Graduation from Tracy's Comprehensive High Schools**

American government, economics, and English IV courses shall be primarily limited to twelfth grade students and to students who are age appropriate for twelfth grade. Enrollment of eleventh grade students in Senior required courses will be based on space availability, student grades and attendance, and the ability of the student to graduate early.

Early graduation petitions must be submitted to the site administration by September 10th of the school year that the student intends to graduate. Students must have previously passed the California High School Exit Exam as per the state requirement. Special consideration can be given

Adopted: 06.12.07

Revised: 06.12.18

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to hardship cases after the September 10th deadline. The petition must be signed by the student, parent/legal guardian, counselor, and school principal, and must include:

1. The rationale for the request to graduate early
2. An action plan for completing the required course work for early graduation
3. A complete record of the student's grades and credits earned to date
4. The attendance record for the student.

Once completed, the petition to graduate early must be submitted to Student Services for review, then to the Board of Trustees for final approval.

Students who graduate at the end of the first semester will not be allowed to participate in second semester Senior activities. The student will be allowed to participate in the graduation ceremonies and post-graduation activities, subject to the approval of the principal. Students, who graduate early, must be in good behavior standing in order to participate in the graduation ceremony and any post-graduation activities.

### **Standards of Proficiency**

Students are required to pass the California High School Exit Exam as per the state requirement in order to obtain a diploma.

The Superintendent or designee shall provide remedial instruction for any student who does not show adequate progress toward mastery of basic skills. This instruction may be provided in summer school and shall continue until the student has been given numerous chances to achieve mastery. (Education Code 51216).

Notices to students in grades 9 to 12 shall inform parents/guardians that the student shall not receive a high school diploma unless the prescribed standards are met. (Education Code 51216).

When a student's progress towards proficiency in basic skills does not meet District standards, or the student fails to pass the California High School Exit Exam, the principal or designee may arrange a conference in which the student, the parent/guardian and a certificated employee familiar with the student's progress discuss the assessment results and steps to be taken to assist him/her toward the mastery of basic skills. (Education Code 51216).

### **Graduation Requirements from George and Evelyn Stein Continuation High School**

Students must earn 185 credits and complete all required subjects as outlined below. Students will be required to pass the California High School Exit Exam in addition to meeting District credits. Credit requirements are:

Adopted: 06.12.07

Revised: 06.12.18

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**Requirements**

English .....	40 credits
Social Studies .....	30 credits
Science .....	30 credits
Math (including Algebra I or equivalent) .....	20 credits
Fine Arts .....	10 credits
Electives including Physical Education .....	55 credits
Total .....	185 credits

For high school students graduating in 2019, 2020, and 2021, three years of science is to include at least one course in biological science and at least one course in physical science. For high school students graduating in 2022 and after, three years of science is to include one course in biology, one course in chemistry, and one course in physics. All science courses must be aligned to the 2013 California Science Standards.

**Legal Reference:**

EDUCATION CODE

[37252](#) Supplemental instructional programs

[48430](#) Continuation education schools and classes

[48645.5](#) Acceptance of coursework

[48980](#) Notification of parent/guardian

[51224](#) Skills and knowledge required for adult life

[51224.5](#) Algebra instruction

[51225.3](#) Requirements for graduation

[51225.5](#) Honorary diplomas; foreign exchange students

[51228](#) Graduation requirements

Adopted: 06.12.07

Revised: 06.12.18

**HIGH SCHOOL GRADUATION REQUIREMENTS/  
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51240-51246 Exemptions from requirements

51410-51412 Diplomas

51420-51427 High school equivalency certificates

51450-51455 Golden State Seal Merit Diploma

56390-56392 Recognition for educational achievement, special education

60850-60859 High school exit exam

66204 Certification of high school courses as meeting university admissions criteria

**HIGH SCHOOL GRADUATION REQUIREMENTS/  
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CODE OF REGULATIONS, TITLE 5

1600-1651 Graduation of pupils from grade 12 and credit toward graduation

Management Resources:

CSBA POLICY ADVISORIES

Preparing for the High Stakes of the High School Exit Exam: An Examination of Certificates of Completion, September 2005

Algebra I Requirement: Eligibility for High School Diplomas, March 2004

WEB SITES

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

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

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