

Instruction

ALTERNATIVE CREDITS TOWARD GRADUATION

AR 6146.11

Alternative means 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) Recognizing that the prescribed course of study may not accommodate the needs of some students, the Board has adopted alternative programs.

Definitions

A semester period will be a minimum of 60 hours for which five (5) credits will be earned. With prior approval of the principal, or in alternative educational settings, credit may be assigned when equivalent learning is achieved through individualized instructional programs except in subjects for which a minimum amount of instructional time is specified by law.

Private Instruction

A student who is regularly enrolled and in attendance at a high school shall receive credit toward high school graduation for private instruction under the following conditions: (Code of Regulations, Title 5, Section 1631)

1. The instruction entails fields and subjects included in the school's courses of study and curricula.
2. The student demonstrates his/her capabilities at the beginning and at the end of the period of private instruction by examinations given under the school's supervision, thereby showing that he/she has made progress in learning satisfactory to the school.

Correspondence Instruction

The district shall grant credit for correspondence instruction under the following conditions: (Education Code 51740; Code of Regulations, Title 5, Section 1633)

1. The correspondence instruction is provided by the University of California, or other University or college accredited, in subjects included within or related to the student's course of study.
2. The students is, for good reason, unable to take the course of study offered in the school.

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3. The Principal or designee determines the number of semester periods to be credited for successful completion of a particular correspondence course.
4. No more than 40 semester periods of correspondence instruction are credited to a student toward graduation.

Private Foreign Language Instruction

The district shall accept for credit foreign language courses successfully completed in a private school, provided that all of the following conditions are met: (Code of Regulations, Title 5, Section 1632; Education Code 51243-51245)

1. The courses are in languages designated in Education Code 51244.
2. The student is regularly enrolled or applying to the district in grades 9-12.
3. 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.
4. The amount of credit sought equals at least one semester's work.
5. The Superintendent 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.

Approved Online Course Instruction

Students may participate in web-based courses delivered over the Internet or provided through a set curriculum via software either as alternative credits toward graduation or as a course eligible for concurrent enrollment for "credit recovery," "acceleration" and/or "enrichment." In order for students to earn credits via online course instruction, students must obtain signed preapproval for any online course or program from the school Principal or designee.

The Principal shall evaluate the quality and effectiveness of online course offerings and determine which online courses shall be accepted for high school credit. The Principal shall certify that the course is comparable to college-

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preparatory curriculum and ensures that the course and associated grades and credits are listed on the student's transcript.

In order to provide students with online educational opportunities, the following are guidelines for implementation of online courses:

1. All online courses may be offered in a blended learning model that may include both face-to-face and online delivery
2. The online courses shall meet the academic rigor of the California State standards and meet the CSU/UC "a-g" requirements with the exception of a limited number of non-"g" elective courses approved by the District
3. The Principal or designee shall ensure student-testing integrity for online classrooms and ensure the accountability of active engagement of students participating in the courses provided via the Internet
4. Participating students shall strictly adhere to the policies and procedures set forth by the entity offering the online courses
5. The Principal or designee shall seek guidance from District staff to evaluate the quality and effectiveness of online course offerings
6. Teachers/Counselors/Advisors shall be trained in the facilitation of online learning and shall participate in e-learning training
7. Students enrolling in the online courses shall follow the same process as concurrent enrollment at the community colleges, District's alternative educational setting, or a four-year college/university
8. The high schools, in accordance with the District's policies, shall grant credits earned after verification of student work
9. Students shall follow the guidelines established by the District including obtaining prior approval from site administration before enrolling in the program to receive credits
10. The program was accredited by one of the six regional accreditation organizations.

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Access to technology utilized by online courses imposes certain responsibilities and obligations for both students and teachers:

1. The appropriate use of the online learning opportunity is both ethical and honest, and demonstrates respect for physical and intellectual property, system security protocols, course provider procedures, an individual's right to privacy and to freedom from intimidation, harassment, and unwarranted annoyance
2. The students utilizing online courses shall adhere to the District's Acceptable Use Policy (BP 6163.4)
3. All policies relating to academic honesty, participation, and attendance shall be applied to online learning.

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

College Programs

The District shall authorize high school students to enroll in a limited number of college credit courses to accelerate or enhance their progress toward their academic and/or vocational goals. In general, enrollment in college courses will be limited to classes not available on the student's high school campus unless special authorization is provided by the school principal. College instruction shall be provided to eligible students consistent with available resources and facilities. Qualified students may attend classes at community colleges, local colleges, or university. Special college courses for only high school students may also be established. High school and community college guidance personnel will determine eligibility for college/high school classes. College credit will be granted for college courses. Students may also use college credits to meet graduation requirements. The site principal shall have the final determination on issues related to special cases.

A. Community College Classes

1. *Community college/high school vocational programs.* The intent of this program shall be to accelerate the student's progress toward his/her vocational goal and to enhance his/her opportunities for employment after graduation. Students should have a strong interest with

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aptitude in the course and shall have demonstrated both socially and emotionally that their educational needs can be met at the college level.

2. *Community college/high school advanced scholastic and enrichment program.* The intent of this program is to provide college classes to enhance or accelerate the student's program toward his/her ultimate educational goal. Students should have a strong academic background and/or aptitude and should have demonstrated both socially and emotionally that their educational needs can be met at the college level.

B. College/University Classes

1. *Four-year college/university programs.* The intent of this program is to provide regular college classes to high school students. Students should have strong academic background and should have demonstrated both socially and emotionally that their educational needs can be met at the college level. High schools students who meet all conditions and requirements may apply for college classes.

C. Limitations

1. Enrollment shall be limited to:
 - a. Students who are in grades 11 and 12.
 - b. Students who are recommended for community college programs by their counselor as having the potential to benefit from college-level instruction either in an advanced scholastic program, career or vocational class, or another class not offered at the high school site.
 - c. Students enrolled in four district high school classes per day (240 minutes), excluding the college course.
 - d. Students with parental consent to enroll in a college class.

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Credit for College and Adult Education Courses

High school students may enroll in college or adult education classes, when it is legally possible for them to do so. Refer to Board Policy 6141.5.

Regional Occupational Program

High school students 16 years old or in 11th and 12th grade may enroll in the ROP work preparation training programs for classes offered in the district.

Independent Study

Independent Study is an optional alternative instructional strategy for eligible students whose needs may be best met through study outside of the regular classroom setting. Independent study shall offer a means of individualizing the educational plan and enabling students to reach curriculum objectives and fulfill graduation requirements. As necessary to meet student needs, independent study may be offered on a full-time basis or on a part-time basis in conjunction with part- or full-time classroom study.

Studies Abroad

At times, students may have opportunities to study in foreign countries. District credit for courses successfully completed in the foreign country shall be granted.

Courses shall meet the academic rigor of the California State standards and meet the CSU/UC “a-g” requirements with the exception of a limited number of non-“g” elective courses approved by the District.

Legal Reference:

EDUCATION CODE

76001 – *Special part-time student*

76002 – *Apportionments - FTES*

48800 – *Concurrent Enrollment in Community College*

48802 – *Allowances and Apportionments*

Regulation

Approved: January 23, 1996

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PASADENA UNIFIED SCHOOL DISTRICT

Pasadena, California