

HIGH SCHOOL GRADUATION REQUIREMENT

The Governing Board desires to prepare all students to successfully complete the high school course of study and obtain a diploma that represents their educational achievement and increases their opportunities for postsecondary education and employment.

District students shall complete graduation course requirements as specified in Education Code 51225.3. Unless exempted as provided in "Exemptions from District-Adopted Graduation Requirements," district students shall also complete other course requirements adopted by the Board. Students who are exempted from district-adopted graduation requirements shall be eligible to participate in any graduation ceremony and school activity related to graduation in which other students are eligible to participate.

Students shall earn a minimum of two hundred twenty (220) semester credits and complete at least the following courses in grades 9-12, with each course being one year unless otherwise specified. Fifth Year Seniors, or those who have earned fewer than 120 units at the beginning of the senior year, may earn the Alternative Diploma for High School from the continuation high school. (170 credits/Rose City High School). Students may earn additional special recognitions or merit diplomas to celebrate student achievement in high school academics (See attached Exhibit).

Course Requirements for a PUSD High School Diploma

To obtain a high school diploma, students shall complete **at least** the following courses in grades 9-12, with each course being one year unless otherwise specified:

1. **Four** courses (**40 credits**) in English (Education Code 51225.3)
2. **Three** courses (**30 credits**) in mathematics* (Education Code 51225.3)

*Including Integrated Math I and II (Integrated Math III recommended for third year UC Admissions). Students shall complete at least one mathematics course that meets the state academic content standards for Algebra I or **Integrated Math I**. Students may complete such coursework prior to grade 9 provided that they also complete **three** mathematics courses in grades 9-12. (Education Code 51224.5)

Successful completion of an approved computer science course that is classified as a "category C" course based on the University of California (UC) and California State University (CSU) "A-G" admission requirements shall be

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counted toward the satisfaction of additional graduation requirements in mathematics. (Education Code 51225.3, 51225.35)

3. **Three** courses (**30 credits**) in science, including biological and physical sciences (Education Code 51225.3)

Students will be encouraged to participate in the following Science sequence in PUSD: Physics, Chemistry, and Biology.

4. **Three** courses (**30 credits**) in social studies, including **World history, culture, and geography (10th grade); United States (U.S.) history and geography (11th grade);** a one-semester course in American government and civics (**12th grade**); and a one-semester course in economics (12th grade) (Education Code 51225.3)

5. **One course or two semesters (10 credits) in Visual or Performing Arts.**

6. **One course (10 credits) in World Language.**

For purposes of this requirement, a course in American Sign Language shall be deemed a course in world language (Education Code 51225.3)

7. **One semester (5 credits) of career technical education (CTE).**

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. (Education Code 51225.3)

8. Two courses (**20 credits**) in physical education, unless the student has been otherwise exempted pursuant to other sections of the Education Code (Education Code 51225.3)

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9. Electives to complete 220 credits.
10. Beginning with the 2029-30 school year, a one-semester course in ethnic studies (Education Code 51225.3)
11. Students will also be required to complete the following non-course requirements:
 - 40 hours of Community Service or Work-Based Learning
 - Senior Defense Portfolio or district approved equivalent

Course Requirements for Alternative Diploma

In 2014, the Board approved the Alternate Diploma option. In order to qualify for this diploma, the student must be enrolled at Rose City High School before the start of the second semester of their senior year. To obtain an Alternate Diploma, students must earn 170 credits and successfully complete the courses specified below:

1. Four courses (40 credits) in English
2. Two courses (20 credits) in Mathematics (including Integrated Math I)
3. Two courses (20 credits) in Science (including biological and physical science)
4. Three courses (30 credits) in Social Studies (including World history, culture, and geography; United States (U.S.) history and geography; a one-semester course in American government and; and a one-semester course in economics.
5. One course or two semesters (10 credits) in Visual or Performing Arts, or World Language or American Sign Language, or Career Technical Education (CTE).
6. One semester (5 credits) of career technical education (CTE).

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. (Education Code 51225.3)

Other options to fulfill the five (5) credit requirement for Career Technical Education (CTE) are:

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- a) Complete an International Baccalaureate course
 - b) Complete a compensated internship or industry certification and provide proof of proficiency either through on-line soft-skills course or official industry certificate
 - c) Complete Financial Literacy course through Acellus
 - d) Complete third year of language
 - e) Complete advanced art or music course (courses that incorporate professional arts practices, such as Advanced Band, Dance Production, AP Studio Art)
7. Two courses (20 credits) in Physical Education, unless the student has been otherwise exempted pursuant to other sections of the Education Code (Education Code 51225.3)
 8. Electives to complete 170 credits.
 9. To earn the Alternative Diploma from Rose City High School, students must complete 60 hours of Work Based Learning (WBL). These hours will not be part of the hours that a student is required to complete in another course. The activities for WBL include, but are not limited to, the following:
 - Community Service
 - Attending seminars with Guest Speakers
 - Field Experience which includes both paid or unpaid work
 - Job shadow
 - Unpaid Internship
 - Paid Internship
 - Technical Guidance

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.

Exemptions from District-Adopted Graduation Requirements

A foster youth, student experiencing homelessness, former juvenile court school student, child of a military family, migrant student who transfers into the district or between district schools any time after completing the second

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year of high school, or newcomer student who is in the third or fourth year of high school shall be exempted from any graduation requirements adopted by the Board that are in addition to statewide course requirements. This exemption shall not apply if the Superintendent or designee makes a finding that the student is reasonably able to complete the additional requirements in time to graduate by the end of the fourth year of high school.

Within 30 days of the transfer into a school by the foster youth, student experiencing homelessness, former juvenile court school student, child of a military family, migrant student, or newcomer student, as applicable, the Superintendent or designee shall notify any eligible student, and others as required by law, of the availability of the exemption from local graduation requirements and whether the student qualifies for it. (Education Code 51225.1)

The Superintendent or designee shall not require or request the foster youth, student experiencing homelessness, former juvenile court school student, child of a military family, migrant student, or newcomer student who is exempted from district-established graduation requirements and who completes the statewide coursework requirements before the end of the fourth year of high school, and would otherwise be entitled to remain in school, to graduate before the end of the student's fourth year of high school. (Education Code 51225.1)

If the foster youth, student experiencing homelessness, former juvenile court school student, child of a military family, migrant student, or newcomer student was not properly notified of an exemption, declined the exemption, or was not previously exempted, the student or the student's educational rights holder may request the exemption and the Superintendent or designee shall exempt the student within 30 days of the request. Any such student who at one time qualified for the exemption may request the exemption even if the student is no longer eligible. (Education Code 51225.1)

Additionally, a student with disabilities shall be eligible for an exemption from all coursework and other requirements adopted by the Board in addition to the statewide course requirements for high school graduation, if the student's individualized education program (IEP) provides for both of the following requirements: (Education Code 51225.31)

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1. That the student is eligible to take the alternate assessment as described in Education Code 60640
2. That the student complete state standards aligned coursework to meet the statewide coursework specified in Education Code 51225.3

The district's responsibility to provide a free appropriate public education shall not terminate when a student with a disability who is exempted from district-adopted graduation requirements participates in graduation activities unless the IEP team, which includes the parent/guardian and student, has determined that the student has completed the high school experience. (Education Code 51225.31)

If the district finds that the eligible student cannot complete either the district's graduation requirements or the statewide required coursework in 4 years, the district will extend the exemption to the student's 5th year of high school and will give the student the opportunity to complete the statewide coursework required for graduation pursuant to Section 51225.3, which opportunity may include, but is not limited to, completion of the coursework through a fifth year of instruction, credit recovery, or other opportunity to complete the required coursework.

Annually, the Superintendent or designee shall report to the California Department of Education, in accordance with Education Code 51225.1, the number of student's graduating from the fourth or fifth year of high school who, for the prior school year, graduated with an exemption from district-established graduation requirements that are in addition to statewide coursework requirements.

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)

In addition, the district may retroactively grant high school diplomas to former students who: (Education Code 48204.4, 51430, 51440)

1. Departed California against their will while in grade 12 and did not receive a diploma because the departure interrupted their education,

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provided that they were in good academic standing at the time of the departure

Persons may be considered to have departed California against their will if they were in custody of a government agency and were transferred to another state, were subject to a lawful order from a court or government agency that authorized their removal from California, were subject to a lawful order and were permitted to depart California before being removed from California pursuant to the lawful order, were removed or were permitted to depart voluntarily pursuant to the federal Immigration and Nationality Act, or departed due to other circumstances determined by the district that are consistent with the purposes of Education Code 48204.4.

In determining whether to award a diploma under these circumstances, the Superintendent or designee shall consider any coursework that may have been completed outside of the U.S. or through online or virtual courses.

2. Were interned by order of the federal government during World War II or are honorably discharged veterans of World War II, the Korean War, or the Vietnam War, provided that they were enrolled in a district high school immediately preceding the internment or military service and did not receive a diploma because their education was interrupted due to the internment or military service in those wars

Deceased former students who satisfy these conditions may be granted a retroactive diploma to be received by their next of kin.

3. Are veterans who entered the military service of the U.S. while in grade 12 and who had satisfactorily completed the first half of the work required for grade 12 in a district school
4. Are former members of the military, a resident of California, and received an honorable discharge, or, are current members of the military, a resident of California, and a resident of California when entering the military

In determining whether to award a diploma under these circumstances, the Superintendent or designee shall evaluate classes completed in any high school, community college, or state college, grant credit toward

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graduation for military service and training received while in the military, and if satisfied that the person has completed the equivalent of the requirements for graduation from high school, grant the person a diploma of graduation.

5. Were in their senior year of high school during the 2019-20 school year, were in good academic standing and on track to graduate at the end of the 2019-20 school year as of March 1, 2020, and were unable to complete the statewide graduation requirements as a result of the COVID-19 crisis

Honorary DiplomasThe Board may grant an honorary high school diploma to: (Education Code 51225.5)

1. An international exchange student who has not completed the course of study ordinarily required for graduation and who is returning to the student's home country following the completion of one academic school year in the district
2. A student who is terminally ill

The honorary diploma shall be clearly distinguishable from the regular diploma of graduation awarded by the district. (Education Code 51225.5)

Special Issuance of Diplomas

Students who complete Pasadena Unified School District graduation requirements while enrolled in the District home/hospital teaching program shall be granted a diploma from their Pasadena Unified School District high school of residence. Students enrolled in a state-certified special education nonpublic school shall be granted a diploma from the District.

Students who successfully complete the district's graduation requirements while attending a juvenile court school shall be issued a diploma from the school the student last attended or, in the alternative, the county superintendent of schools may issue the diploma. (Education Code 48645.5)

Attendance and Diploma Provisions for Non-Graduating Students

Students continually enrolled but not graduating with their class have until the summer of that year to complete their credits in summer school or adult school to receive their diploma from their high school.

Students who have completed their 8th semester of high school without completing the high school graduation requirements of courses/credits may continue attending

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Pasadena Unified for two more semesters. Students who complete high school in summer school immediately following their 8th semester will receive a diploma from their high school.

Students who enroll in the alternative high school for the academic year following their 8th semester will receive their diploma from the alternative high school.

A student who does not graduate with his/her class will be placed at the alternative high school program unless it is determined by the principal that an placement in the home school would be in the student’s best interest.

Students will need to submit a request in writing to their principal in order to continue. Principals will consider the following criteria for acceptance and placement:

1. Number of credits remaining to be fulfilled
2. Student citizenship, discipline and attendance record of 7th and 8th semesters of high school
3. Whether the student lives in the PUSD attendance area

Students who are accepted for an extended high school opportunity are expected to complete graduation requirements in effect for their original graduating class.

The Board of Education will be provided an annual update of all students returning for the 5th year high school, where they attend, and their completion details.

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
5 CCR 1600-1651	Graduation of students from grade 12 and credit toward graduation
5 CCR 4600-4670	Uniform complaint procedures
Ed Code 60900.2	Students with Disabilities Graduation Reporting
Ed. Code 220	<u>Prohibition of discrimination</u>
Ed. Code 47612	<u>Average daily attendance in charter school</u>

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<i>Ed. Code 48200</i>	<u>Compulsory attendance</u>
<i>Ed. Code 48204.4</i>	<u>Parents/guardians departing California against their will</u>
<i>Ed. Code 48412</i>	<u>Certificate of proficiency</u>
<i>Ed. Code 48430</i>	<u>Continuation education schools and classes</u>
<i>Ed. Code 48645.5</i>	<u>Former juvenile court school students; enrollment</u>
<i>Ed. Code 48980</i>	<u>Parent/Guardian notifications</u>
<i>Ed. Code 49701</i>	<u>Provisions of the Interstate Compact on Educational Opportunities for Military Children</u>
<i>Ed. Code 51224</i>	<u>Skills and knowledge required for adult life</u>
<i>Ed. Code 51224.5</i>	<u>Algebra in course of study for grades 7-12</u>
<i>Ed. Code 51225.1</i>	<u>Exemption from district graduation requirements</u>
<i>Ed. Code 51225.2</i>	<u>Course credits</u>
<i>Ed. Code 51225.3</i>	<u>High school graduation requirements</u>
<i>Ed. Code 51225.31</i>	<u>Graduation exemption for students with disabilities</u>
<i>Ed. Code 51225.35</i>	<u>Mathematics course requirements; computer science</u>
<i>Ed. Code 51225.36</i>	<u>Instruction in sexual harassment and violence; districts that require health education for graduation</u>
<i>Ed. Code 51225.5</i>	<u>Honorary diplomas; foreign exchange and terminally ill students</u>
<i>Ed. Code 51225.6</i>	<u>Instruction in cardiopulmonary resuscitation; districts that require health education for graduation</u>
<i>Ed. Code 51225.9</i>	<u>Courses of study, grades 7 to 12; career technical education</u>
<i>Ed. Code 51226.7</i>	<u>Model curriculum in ethnic studies</u>
<i>Ed. Code 51228</i>	<u>Course of study; offerings and timely opportunity</u>
<i>Ed. Code 51230</i>	<u>Credit for community emergency response training</u>
<i>Ed. Code 51240-51246</i>	<u>Exemptions from requirements</u>
<i>Ed. Code 51250-51251</i>	<u>Assistance to military dependents</u>
<i>Ed. Code 51410-51413</i>	<u>Diplomas</u>
<i>Ed. Code 51420-51427</i>	<u>High school equivalency certificates</u>
<i>Ed. Code 51430</i>	<u>Retroactive high school diplomas</u>
<i>Ed. Code 51440</i>	<u>Credit and granting of diploma to veterans and members of the military service</u>
<i>Ed. Code 51450-51455</i>	<u>Golden State Seal Merit Diploma</u>
<i>Ed. Code 51744-51749.6</i>	<u>Independent study</u>
<i>Ed. Code 56390-56392</i>	<u>Recognition for educational achievement; special education</u>
<i>Ed. Code 60640</i>	<u>California Assessment of Student Performance and Progress</u>
<i>Ed. Code 66204</i>	<u>Certification of high school courses as meeting university admission criteria</u>
<i>Ed. Code 67386</i>	<u>Student safety; affirmative consent standard</u>

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Federal

20 USC 7011

34 CFR 300.1-300.818

Management Resources

Court Decision

Website

Website

Website

Website

Cross References

Description

Definition of newcomer student

Individuals with Disabilities Education Act

Description

O'Connell v. Superior Court (Valenzuela) (2006) 141

Cal.App.4th 1452

[CSBA District and County Office of Education Legal Services](#)

[California Department of Education, High School](#)

[University of California, List of Approved A-G Courses](#)

[CSBA](#)

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Policy

PASADENA UNIFIED SCHOOL DISTRICT

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Pasadena, California

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