

BURBANK UNIFIED SCHOOL DISTRICT

BOARD POLICY 6003
(Page 1 of 5)

INSTRUCTION

Promotion and Graduation Requirements

A. **Elementary School Promotion**

The elementary school is deemed to include kindergarten and grades one through five. When the requirements of the elementary schools are completed by a pupil, the pupil shall be promoted to the sixth grade of a middle school, and this promotion shall be indicated on the pupil's progress report.

B. **Middle School Promotion Requirements**

A middle school certificate of promotion shall be granted to each middle school pupil who completes the basic program in the sixth, seventh and eighth grades. Deficiencies must be made up by taking additional courses in the summer, or by taking additional work in high school.

Except as unusual circumstances warrant an adjustment of the individual's program, each middle school pupil shall enroll in the following basic program:

<u>Three Years of Attendance</u>	<u>District Required Semesters</u>
<i>Core Subjects:</i>	
English/Language Arts	6 semesters
History/Social Science	6 semesters
Mathematics	6 semesters
Science (includes Health topics)	6 semesters
<i>Other Subjects:</i>	
Physical Education	6 semesters

C. **High School Graduation Requirements**

A pupil who has met the following requirements shall receive a high school diploma after completion of grade 12:

1. Since 2002, earned a minimum of 230 semester credits of course work in grades 9 through 12 within the prescribed course of study. Five semester credits shall be earned for a class, which meets 5 days a week for one semester.
2. No pupil may receive more than 35 credits per semester unless prior written approval has been granted by the principal or designee.
3. Beginning with the graduating class of 2006, pass the California High School Exit Exam (CAHSEE). This assessment shall be administered beginning in grade 10, following the guidelines prescribed by the State of California, and must be passed before graduation from high school.

BURBANK UNIFIED SCHOOL DISTRICT

BOARD POLICY 6003
(Page 2 of 5)

4. Passed the following required courses, consistent with Education Code section 51225.3:

<u>Subject</u>	<u>Ed. Code section 51225.3 required year courses</u>	<u>District required semester credits completed in high school</u>
English	3	40
Mathematics Includes completion of Algebra 1 A B or its equivalent (since 2003)	2	20
Science (incl. biological and physical)	2	20
History/Social Science:		
United States history and geog.	1	10
World history, culture, and geog.	1	10
American government and civics	1/2	5
Economics	1/2	5
Health/Careers		10
Visual and performing arts		10
Physical education (unless exempted)	2	20
Practical arts/Career technical education (or 30 credits of the same foreign language)		10
Electives		70
	Total =	230 semester credits

5. In addition to credit requirements, pupils shall:

Demonstrate computer literacy. Pupils will acquire computer knowledge, skills and computer literacy throughout the regular high school curricula as outlined in the schools' Digital High School plans.

6. Complete 10 hours of Service Learning: All ninth grade pupils must complete 10 hours of Service Learning. Pupils who transfer in during their 10th or 11th grade must complete the full 10 hours. Pupils who transfer in as seniors must complete five hours.
7. Since 2003, pupils in grade 12 must be enrolled in a minimum of six courses in the first semester, and five courses in the second semester, unless exempt under Education Code section 46145.
8. Since Spring 2005, pupil transcripts will only be accepted from schools that are

BURBANK UNIFIED SCHOOL DISTRICT

BOARD POLICY 6003
(Page 3 of 5)

accredited by Western Association of Schools and Colleges (WASC) or one of the other five regional associations that accredit public and private schools, colleges, and universities in the United States. (North Central Association Commission on Accreditation and School Improvement, New England Association of Schools and Colleges, Middle States Association of Colleges and Schools, Southern Association of Colleges and Schools, and Northwest Association of Schools, Colleges, and Universities) (Transcripts from foreign countries will continue to be evaluated and accepted on a case-by-case basis.)

9. Students must receive prior approval from the Superintendent or designee before any college or high school coursework taken at another site while enrolled in a District school will be accepted on the high school transcript. High school credit will not be granted for any course taken prior to completion of the eighth grade.

D. Adult School Graduation Requirements

A pupil who has met the following requirements shall receive a high school diploma:

1. Earned a minimum of 180 semester credits of course work in grades 9 through 12 within the prescribed course of study. Five semester credits shall be earned for a class.
2. Beginning with the graduating class of 2006, Pass the California High School Exit Exam (CAHSEE).
3. Passed the following required courses, consistent with Education Code section 51225.3:

Subject	Ed. Code section 51225.3 required year courses	District required semester credits completed in adult school for high school diploma
English	3	40
Mathematics Includes completion of Algebra 1 A B or its equivalent (since 2003)	2	20
Science (incl. biological and physical)2		20
History/Social Science: United States history and geog.	1	10
World history, culture, and geog.	1	10

BURBANK UNIFIED SCHOOL DISTRICT

BOARD POLICY 6003
(Page 4 of 5)

American government and civics	1/2	5
Economics	1/2	5
Visual and performing arts		10
Practical arts/Career Technical education (can include 5 credits of Psychology/Life Skills)		10
Electives		50
	Total =	180 semester credit

4. In addition to credit requirements, pupils shall acquire computer knowledge, skills and computer literacy throughout the regular high school curricula
5. Since Spring 2005, pupil transcripts will only be accepted from schools that are accredited by Western Association of Schools and Colleges (WASC) or one of the other five regional associations that accredit public and private schools, colleges, and universities in the United States. (North Central Association Commission on Accreditation and School Improvement, New England Association of Schools and Colleges, Middle States Association of Colleges and Schools, Southern Association of Colleges and Schools, and Northwest Association of Schools, Colleges and Universities) (Transcripts from foreign countries will continue to be evaluated and accepted on a case-by-case basis.)

E. Special Education Requirements

1. All pupils must pass the High School Exit Exam to graduate with a high school diploma. However, pupils with exceptional needs may earn a standard diploma if they have completed the prescribed course of study and have met District standards in reading comprehension, writing and/or computation with or without differential standards given the following circumstances:
 - a. The pupil is identified with a diagnosis of a specific learning disability, emotional disturbance, mental retardation, autism, language disorder and/or physical deficit of such nature and severity that the individual's capacity to learn is significantly impaired.
 - b. The pupil's Individual Education Program identifies specific test accommodations for alternative assessment measures in each academic area in which the pupil is unable to meet the requirements of District standards.
 - c. The pupil is making substantial progress toward the attainment of standards required for a high school diploma, as judged against his/her expected achievement levels relative to the pupil's individual potential.

BURBANK UNIFIED SCHOOL DISTRICT

BOARD POLICY 6003
(Page 5 of 5)

2. Individuals with exceptional needs who are unable to meet the requirements associated with the High School Exit Exam will be recognized for their educational achievement and completion of high school. They will be awarded a certificate or document of educational achievement or completion if the following requirements are met:
 - a. The pupil has satisfactorily completed a prescribed course of study approved by the school district and outlined in his/her Individual Education Program (IEP).
 - b. The pupil has satisfactorily met his/her Individual Educational Program goals and objectives during high school as determined by the IEP team.
 - c. The pupil has satisfactorily attended high school, participated in instruction as presented in his/her IEP, and has met the objectives stated in the pupil's transition plan.
3. Pupils with exceptional needs who do not pass the High School Exit Exam, but meet the criteria for a certificate of completion, shall be eligible to participate in the graduation ceremony and any school activities related to graduation in which a pupil of similar age without disabilities would be eligible to participate.
4. If the special education pupil does not demonstrate sufficient progress toward the attainment of standards required for a high school completion certificate, an IEP team meeting shall be held to identify discrepancies between assessed content knowledge and required content knowledge to prescribe an intervention plan and identify subsequent assessment procedures. The conference shall include all members of the pupil's Individual Education Program team, including the pupil.

F. Promotion/Graduation Ceremonies

The District has established criteria for participation in promotion and graduation ceremonies, as described in Administrative Regulation 6003.

Legal Reference:

Education Code sections 46145, 51203, 51220-51222, 51224, 51225.3, 51226, 51228, 51240-51246, 51260 et seq., 51400-51442, 52508, 58500

Title 5, California Code of Regulations, section 1600 et seq.

Policy Adopted: 2/20/92

Revised: 6/21/01; 11/18/04; 7/21/05; 9/1/05