

CAPISTRANO UNIFIED SCHOOL DISTRICT  
33122 Valle Road  
San Juan Capistrano, CA 92675

BOARD OF TRUSTEES  
Special Meeting

September 23, 2015

Open Session 5:15 p.m.

**AGENDA**

**OPEN SESSION AT 5:15 P.M.**

President Hatton-Hodson will be participating via remote teleconferencing from:  
11345 Conestoga Drive Grass Valley, California 95949

**CALL TO ORDER – ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**ADOPTION OF THE AGENDA**

**DISCUSSION/ACTION ITEMS**

**1. RETROACTIVE RECOGNITION OF HONORS ENGLISH I, HONORS ENGLISH II AND HONORS ALGEBRA 2-TRIGONOMETRY COURSES FOR CURRENT DISTRICT STUDENTS:**

DISCUSSION/  
ACTION

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**EXHIBIT 1**

Approval of retroactive recognition of Honors English I, Honors English II and Honors Algebra 2-Trigonometry courses for current District students. These three high school courses were previously approved for the 2015-2016 course catalog in accordance with Board Policy 6143. The original board item did not grant retroactive recognition of these courses as honors courses for current District students who completed these courses prior to the 2015-2016 school year. Approval of this item will result in all transcripts with Accelerated English I, Accelerated English II and Accelerated Algebra 2-Trigonometry (including the specific specialized programs such as the Academy of Math, Technology, Math and Science (ATMS) and the Health and Medical Occupations (HMO) courses being retroactively changed to the new honors course equivalent. This change will also reflect the additional weighted grade students receive for honors courses.

*CUSD WIG 1: Teaching and Learning – Engage students in meaningful, challenging, and innovative educational experiences to increase post-secondary options for all students.*

*Contact: Susan Holliday, Interim Assistant Superintendent, Education Services*

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

**ADJOURNMENT**

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

**PUBLIC COMMENTS TO AGENDA ITEMS ONLY**

**THE NEXT REGULAR MEETING OF THE BOARD OF TRUSTEES IS WEDNESDAY, OCTOBER 14, 2015, 7:00 P.M. AT THE CAPISTRANO UNIFIED SCHOOL DISTRICT OFFICE BOARD ROOM, 33122 VALLE ROAD, SAN JUAN CAPISTRANO, CALIFORNIA**

For information regarding Capistrano Unified School District, please visit our website:

[www.capousd.org](http://www.capousd.org)

**RECORDING OF SCHOOL BOARD MEETINGS**

**In accordance with Board Policy 9324, Board Minutes, all Regular School Board Meetings will be audio recorded**

## **INSTRUCTIONS FOR PRESENTATIONS TO THE BOARD BY PARENTS AND CITIZENS PRESENT AT THIS MEETING**

We are pleased you can be with us at this meeting, and we hope you will return often. Your visit assures us of continuing community interest in our schools.

The members of the Board of Trustees of this District are locally elected state officials, who serve four-year terms of office, and who are responsible for the educational program of our community from grades kindergarten through twelve. They are required to conduct programs of the schools in accordance with the State of California Constitution, the State Education Code, and other laws relating to schools enacted by the Legislature, and policies and procedures which this Board adopts.

The Board is a policy-making body whose actions are guided by the school district's Mission and Goals. Administration of the District is delegated to a professional administrative staff headed by the Superintendent.

The agenda and its extensive background material are studied by each member of the Board for at least two days preceding the meeting. Board Members can call the administrative staff for clarification on any item, and many of the items on the agenda were discussed by the Board during previous meetings. These procedures enable the Board to act more effectively on agenda items than would otherwise be possible.

### **WHAT TO DO IF YOU WISH TO ADDRESS THE BOARD OF TRUSTEES**

**ITEMS ON THE AGENDA.** Any person may address the Board concerning any item on the agenda and may, at the discretion of the Board, be granted three (3) minutes to make a presentation to the Board at the time a specific item is under discussion. However, the time assigned for individual presentations could be fewer than three (3) minutes depending upon the total number of speakers who wish to address a specific agenda topic. Prior to the opening of the meeting, a Request to Address the Board card (located in the foyer) should be completed and submitted to the Secretary of the Board. The total time devoted to presentations to the Board shall not exceed twenty (20) minutes, unless additional time is granted by the Board. All presentations shall be heard by the Board prior to the formal discussion of the agenda topic under consideration. Once an agenda item has been opened for public comment, no additional "Request to Address the Board of Trustees" cards shall be accepted for that topic.

**ORAL COMMUNICATIONS (Non-Agenda Items).** Citizens may address the Board on any item not appearing on the agenda. Individual presentations are limited to three (3) minutes per individual, with twenty (20) minutes in total being devoted for this purpose, but could be less if there are a large number of Oral Communication speakers. Legally, the Board may not take action on items raised by speakers under Oral Communications. However, at its discretion, the Board may refer items to the administration for follow-up or place topics on a future Board agenda.

**PUBLIC HEARINGS.** Anytime the Board schedules a separate public hearing on any given topic, it shall not hear speakers on that topic before the public hearing, except as to the scheduling of the hearing, nor shall it hear speakers after the hearing, except as to changes in the policy or recommended actions which are directed at the time of the hearing.

**CLOSED SESSION.** In accordance with Education Code §35146 and Government Code §54957, the Board may recess to Closed Session to discuss personnel matters which they consider inadvisable to take up in a public meeting.

#### **REASONABLE ACCOMMODATION**

*In order to help ensure participation in the meeting of disabled individuals, appropriate disability-related accommodations or modifications shall be provided by the Board, upon request, in accordance with the Americans with Disabilities Act (ADA). Persons with a disability who require a disability-related accommodation or modification, including auxiliary aids and services in order to participate in a Board meeting, shall contact the Superintendent or designee in writing by noon on the Friday before the scheduled meeting. Such notification shall provide school district personnel time to make reasonable arrangements to assure accessibility to the meeting.*

**Instruction**

BP 6146.1(a)

**HIGH SCHOOL GRADUATION REQUIREMENTS**

The state of California has established high school graduation requirements for all students. The state's prescribed course of study for students in Grades 9-12 to receive a diploma is listed in the table below (Education Code 51225.3). The Governing Board of the District has adopted graduation requirements for all students which exceed the requirements of the state of California. (Note: 10 credits equal 1 full-year course, and 5 credits equal 1 semester course.)

	CA	2009-11	2012	Serra	Adult Ed
Subject	Credit	Credit	Credit	Credit	Credit
English	30	40	40	40	40/40/40
Mathematics	20	20 with Algebra	20 with Algebra	20 with Algebra	20-with Algebra
Science	20	20	20	20	20
Social Studies	30	30	30	30	30
Visual or Performing Arts, or Foreign Language	10	10	10	10	10
Health		5	5	5	5
College and Career Planning			5	5	
Physical Education	20*	20	20	20	20
Electives	**	75	70	45	65
High School Exit Examination		Must Pass to Graduate	Must Pass to Graduate	Must Pass to Graduate	Must Pass to Graduate
<b>TOTAL</b>	<b>130</b>	<b>220</b>	<b>220</b>	<b>190</b>	<b>190</b>

\* Such other coursework as the governing board of the school district may, by rule, specify.

The Governing Board authorizes the granting of a high school diploma to any pupil who has completed the prescribed course of study for any of the following schools: (1) traditional high school, (2) continuation high school, and/or (3) adult school.

1. **Requirements for Graduation/Traditional High School**

**General Conditions**

- a. High school graduation is conditional upon the successful completion of the required course of study totaling a minimum of 220 semester units of work.
- b. To receive a high school diploma from the Capistrano Unified School District, in addition to 1(a), students must pass the California High School Exit Examination.

- c. To receive a high school diploma from CUSD, students must maintain a satisfactory program of continued education and attend a total of eight semesters in Grades 9-12, unless application for early graduation is filed one semester in advance.

A traditional high school program includes successful completion of the following credits (recommended grade level in parentheses):

5 of Reading Skills Development (9) - students who score at or above grade level on the approved district reading assessment are exempt from the graduation requirement to take a course in reading during Grade 9.

40 of English

30 of Social Science, including:

10 World History (10)

10 U.S. History (11)

5 American Government (12)

5 Economics (12)

20 Mathematics (9-11) (Includes Algebra I, or Algebra IA/IB or Applied Mathematics I/II)

20 Science, including both biological and physical sciences (9-11)

10 Fine Arts or Foreign Language (9-11)

20 Physical Education (9-11)

5 Health (9)

5 College and Career Planning (9)

Electives needed to complete a total of 220 semester units.

The Superintendent or designee shall establish regulations under which the District may grant credits toward graduation for college courses and private instruction attended by District students.

The Superintendent or his designee may grant physical education credit for independent study programs. Specifically, only individual sports with national competitive rankings are eligible for consideration under this provision.

The Superintendent or designee may grant physical education credit for participation in District interscholastic athletic programs when a student has been exempted from physical education classes because of this participation and when such participation entails a comparable amount of time and physical activity.

Students using interscholastic athletics participation to fulfill physical education requirements may be graded on this participation, provided that a teacher credentialed to teach physical education supervises this participation and assigns the grade.

**2. Transfers**

To participate in a graduation ceremony and receive a diploma from a CUSD comprehensive high school, a student must be enrolled prior to the first day of the spring semester. These students must successfully complete 25 CUSD credits. Students who transfer in the fall semester of their senior year must successfully complete 50 CUSD credits.

**a. Reciprocity on Graduation Requirements**

Students in Grades 9-12 transferring to this District from schools outside of California must meet CUSD's graduation requirements, including CAHSEE, in order to receive a high school diploma.

**b. Transfer credits are accepted from accredited institutions only.**

**c. Courses from the transferring district which are designated as honors courses will not receive honors credit if there is not a corresponding CUSD course of the same title with the same description.**

**d. Courses designated as Advanced Placement from accredited transferring districts will receive additional weighted credit, which will be computed using the following numerical value: A = 5, B = 4, C = 3, D = 1, and F = 0.**

**3. Requirements for Graduation/Continuation School**

**a. General Conditions**

The Governing Board shall grant a diploma of continuation high school graduation to any pupil upon completion of the prescribed course of study including satisfactory completion of a minimum of 190 semester credits of classroom instruction and supervised learning.

**b. Basic Requirements**

(1) The specific subject requirements for a continuation high school diploma are identical to those required of the traditional high school. In addition to the specific subject requirements, electives are needed to complete a total of 190 semester credits.

(2) Students wishing to receive a continuation high school diploma must successfully complete a minimum of five credits at the continuation high school. In the event of extenuating circumstances, the Superintendent or designee, may waive this requirement.

**(3) Requirements for Graduation/Adult School**

**a. General Conditions**

The Governing Board shall grant a diploma of adult high school graduation to any pupil upon completion of the prescribed course of study, including satisfactory completion of a minimum of 190 semester credits of classroom instruction and supervised learning.

**b. Basic Requirements**

(1) The specific subject requirements for an adult high school diploma are identical to those required of the traditional high school with the exception of physical education courses. Such courses are not required for adult school graduation. In addition to the specific subject requirements, electives are needed to complete a total of 190 semester credits.

(2) Students wishing to receive an adult school diploma must successfully complete a minimum of five credits at that adult school. In the event of extenuating circumstances, the Superintendent or designee may waive this requirement.

**4. SATISFACTORY HIGH SCHOOL CREDIT MAY BE EARNED THROUGH OTHER AVENUES:**

**a. Juvenile Court School**

The District shall accept for credit any coursework satisfactorily completed by students while detained in a juvenile court school or county or state-operated detention institution. District students who successfully complete District graduation requirements while so detained shall receive a diploma from the school they last attended.

**b. Private Instruction/Internet Learning**

At their discretion, the Superintendent or designee may grant credit toward high school graduation for private instruction or Internet Learning, provided that:

(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 or Internet learning by examinations given under the school's supervision, thereby showing that the student has made progress in learning satisfactory to the school.

- (3) The Deputy Superintendent, Education, or designee has approved the curriculum and final evaluation instrument used in the private instruction or created by the Internet service provider.
- (4) Credit earned online while the student attends District schools in Grades 9-12 is solely intended for remedial work to make up a grade of "F."
- (5) Credit earned at a private high school while the student attends District schools in Grades 9-12 is limited to a maximum of 10 credits annually and may only be granted if the District's summer school does not offer the course.

c. Foreign Language Instruction

The District shall accept for credit foreign language courses successfully completed in a private school or via the Internet, provided that all of the following conditions are met:

- (1) The student or parent/guardian applies in writing for the credit, specifies the private school attended or the pre-approved Internet provider, the amount and level of credit requested, and submits written evidence from the private school showing the student successfully completed the course.
- (2) The number of credits sought equals at least one semester's work.
- (3) The Deputy Superintendent, Education, 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 a District school.

Students desiring credit in a world language course or courses through private study or via the Internet may do so if the target language is not offered at the student's home school.

d. College Courses

- (1) The individual may complete his/her high school education by attending an accredited college.
- (2) The District maintains a cooperative agreement with Saddleback College—the Concurrent College Studies Program. Under the auspices of the program, a student may enroll in one Saddleback College course per semester. Courses under this program receive high school credit as well as college credit. College courses may not be taken if the course is offered at



the student's home campus. Graduation requirements, with the exception of electives, may not be taken under this program.

- (3) College courses will be equated to high school credits on the following basis: each semester unit of college credit is equal to three and one-third high school credits.
- (4) The student receives the same letter grade for the high school credit as is granted by the college. No additional grade point will be added if a student earns an "A" or "B" grade.

5. High School Equivalency/CHSPE

The Governing Board desires that every student have the opportunity to earn a high school diploma through successful completion of class work and Board-approved competency tests.

The Governing Board, however, recognizes that the California Legislature has provided two alternatives to the high school diploma: the General Educational Development Certificate for individuals 18 or older, and the California High School Competency Certificate for persons 16 or older or who have been in the tenth grade for a year or who are currently enrolled in the final semester of tenth grade. These certificates may be granted by the California Department of Education (CDE) to individuals who pass performance tests established by the Department.

The principal of each school maintaining tenth, eleventh, and/or twelfth grades shall distribute to each student in those grades an announcement explaining the California High School Proficiency Examination as provided under Education Code 48412. When announcements from the CDE or its contractor are received, this information shall be distributed early enough to enable interested students to register for the test.

Any person 16 or older or who has been in the tenth grade for a year or who is currently enrolled in the final semester of tenth grade may apply to have his/her proficiency in basic skills verified by examination according to criteria established by the CDE.

Any person 18 or older may take the General Educational Development Test (GED) given by the CDE in order to receive the High School Equivalency Certificate.

6. California High School Exit Examination (CAHSEE)

- a. The Superintendent or designee shall provide notification to the parent or guardian of the pupil that each pupil completing the 12<sup>th</sup> grade will be required to successfully pass the California High School Exit Examination.



- b. Each pupil shall take the CAHSEE commencing in March of the tenth grade and may take it each time the District offers the CAHSEE until all sections of the examination have been passed.
- c. The Superintendent or designee shall provide remedial instruction for any student who does not demonstrate adequate progress toward passing the CAHSEE or fails to pass any section of the CAHSEE. This instruction may be provided before, during, or after school, during weekend sessions, or in summer school, and shall continue until the student has passed the CAHSEE or ceases to be enrolled in the district. Participation in remedial summer school instruction is required before a pupil may enroll in any enrichment component offered in summer school.

7. Graduation Ceremonies

- a. The Governing Board does not permit nor recognize any graduation ceremony for CUSD students other than the ceremonies attached to graduation from high school (Grade 12); continuation school (Grade 12); or Adult/Community Education (Grade 12).
- b. Students may participate in the graduation ceremony if:
  - (1) They qualify for a diploma by earning 220 credits, meeting all graduation requirements, and passing the CAHSEE, or
  - (2) They qualify for a Certificate of Achievement by earning 220 credits and meeting all graduation requirements except for passing the CAHSEE. Students must complete intervention classes and attempt to pass the CAHSEE after 10<sup>th</sup> grade unless otherwise indicated by an IEP.

*Legal Reference:*

EDUCATION CODE

37252 Summer school instructional programs  
35160 Authority of governing boards  
35160.1 Broad authority of school districts  
35160.5 Extracurricular and cocurricular activities, differential standards  
8645.5 Course credit re juvenile court schools  
48400-48403 Persons subject to compulsory continuation education  
48410 Persons exempt from continuation classes  
48412 Certificate of Proficiency; examination fees  
48413 Enrollment in continuation classes  
48414 Reenrollment in district  
48430 Continuation education schools and classes  
48431.6 Review and counseling of academic progress at age 16 or 10<sup>th</sup> grade  
48800-48803 Attendance at community college; advanced education  
51220 Areas of study; grades 7-12  
51224 Skills and knowledge required for adult life  
51225.3 Requirements for graduation  
51225.4 Elementary school certification of sufficient preparation for high school

**HIGH SCHOOL GRADUATION REQUIREMENTS**  
(continued)

BP 6146.1 (h)

*51226 Board review of curriculum every three years; model standards*  
*51240-51246 Exemptions from requirements*  
*51242 Exemption from physical education for athletic program participants*  
*51243-51245 Credit for foreign language private school studies*  
*51260-51269 Drug education*  
*51400-51442 Diplomas and certificates*  
*51740 Authority to provide instruction by correspondence*  
*52508 Diplomas or certificates (adult school)*  
*52510 Requirements for eighth grade graduation (adult school)*  
*56000 Education of individuals with exceptional needs*  
*56341 Individualized education program team*  
*56345 Elements of the IEP*  
*60850 High School exit examination*  
*60851 Successful completion of test for graduation*  
*60852 Deferment of examination requirement for certain students*  
*60853 Preparation of students for examination*

**VEHICLE CODE**

*12507 Driver education*

**CODE OF REGULATIONS, TITLE 5**

*1600-1651 Graduation of pupils from Grade 12 and credit toward graduation*  
*1630 Credit for college courses*  
*1631 Credit for private instruction*  
*1632 Credit for private school foreign language instruction*  
*1633 Credit for correspondence instruction*  
*1634 Credit to present or past member of the armed services*  
*3069 Graduation*  
*11520 Definitions*  
*11521 Placement on pupil transcript*  
*11522 Requirements for exemption from school attendance form*  
*11523 Requirement to make examination announcements*  
*11530 High School Equivalency Certificate*

**Policy**

adopted: February 8, 1999

revised: June 12, 2000

revised: June 24, 2002

revised: August 19, 2002

revised: September 11, 2006

revised: April 21, 2008

revised: February 9, 2009

**CAPISTRANO UNIFIED SCHOOL DISTRICT**

San Juan Capistrano, California