

**MATHEMATICS INSTRUCTION**

The Governing Board desires to offer a rigorous mathematics program that progressively develops the knowledge and skills students will need to succeed in college and career. The COE's mathematics program shall be designed to teach mathematical concepts in the context of real-world situations and to help students gain a strong conceptual understanding, a high degree of procedural skill and fluency, and ability to apply mathematics to solve problems.

*(cf. 6143 - Courses of Study)*

*(cf. 6146.1 - High School Graduation Requirements)*

For each grade level, the Board shall adopt academic standards for mathematics that meet or exceed the Common Core State Standards. The Superintendent or designee shall develop or select curricula that are aligned with these standards and the state curriculum framework.

*(cf. 6011 - Academic Standards)*

*(cf. 6141 - Curriculum Development and Evaluation)*

The COE's mathematics program shall address the following standards for mathematical practices which are the basis for mathematics instruction and learning:

1. Overarching habits of mind of a productive mathematical thinker: Making sense of problems and persevering in solving them; attending to precision
2. Reasoning and explaining: Reasoning abstractly and quantitatively; constructing viable arguments and critiquing the reasoning of others
3. Modeling and using tools: Modeling with mathematics; using appropriate tools strategically
4. Seeing structure and generalizing: Looking for and making use of structure; looking for and expressing regularity in repeated reasoning

In addition, the program shall be aligned with grade-level standards for mathematics content.

For grades K-8, content shall address, at appropriate grade levels, counting and cardinality, operations and algebraic thinking, number and operations in base ten, fractions, measurement and data, geometry, ratios and proportional relationships, functions, expression and equations, the number system, and statistics and probability. Students shall learn the concepts and skills that prepare them for the rigor of higher mathematics.

For higher mathematics, the COE shall offer a pathway of courses through which students shall be taught concepts that address number and quantity, algebra, functions, modeling, geometry, and statistics and probability.

**MATHEMATICS INSTRUCTION** (continued)

The Superintendent or designee shall ensure that certificated staff have opportunities to participate in professional development activities designed to increase their knowledge and skills in effective mathematics teaching practices.

*(cf. 4131 - Staff Development)*

*(cf. 4331 - Staff Development)*

The Superintendent or designee shall ensure that students have access to sufficient instructional materials, including manipulatives and technology, to support a balanced, standards-aligned mathematics program.

*(cf. 0440 - COE Technology Plan)*

*(cf. 1312.2 - Complaints Concerning Instructional Materials)*

*(cf. 1312.4 - Williams Uniform Complaint Procedures)*

*(cf. 6161.1 - Selection and Evaluation of Instructional Materials)*

*(cf. 6161.11 - Supplementary Instructional Materials)*

*(cf. 6163.1 - Library Media Centers)*

The Superintendent or designee shall provide the Board with data from state and COE mathematics assessments and program evaluations to enable the Board to monitor program effectiveness.

*(cf. 0460 - Local Control and Accountability Plan)*

*(cf. 0500 - Accountability)*

*(cf. 6162.5 - Student Assessment)*

*(cf. 6162.51 - State Academic Achievement Tests)*

*(cf. 6162.52 - High School Exit Examination)*

*(cf. 6190 - Evaluation of the Instructional Program)*

*Legal Reference: (see next page)*

**MATHEMATICS INSTRUCTION** (continued)

*Legal Reference:*

EDUCATION CODE

51210 Areas of study, grades 1-6

51220 Areas of study, grades 7-12

51224.5 Algebra in course of study for grades 7-12

51225.3 High school graduation requirements

51284 Financial literacy

60605 State-adopted content and performance standards in core curricular areas

60605.8 Common Core standards

*Management Resources:*

CSBA PUBLICATIONS

*Governing to the Core, Governance Briefs*

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

*Mathematics Framework for California Public Schools: Kindergarten Through Grade Twelve, 2013*

*California Common Core State Standards: Mathematics, rev. January 2013*

COMMON CORE STATE STANDARDS INITIATIVE PUBLICATIONS

*Appendix A: Designing High School Mathematics Courses Based on the Common Core State Standards*

WEB SITES

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

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

Common Core State Standards Initiative: <http://www.corestandards.org/math>

**SCIENCE INSTRUCTION**

The Lake County Board of Education believes that science education should focus on giving students an understanding of key scientific concepts and a capacity for scientific ways of thinking. Students should become familiar with the natural world and the interrelation of science, mathematics and technology. As part of their science instruction, students should learn how to apply scientific knowledge and ways of thinking for individual and social purposes.

*(cf. 0440 - District Technology Plan)*  
*(cf. 6142.92 - Mathematics Instruction)*  
*(cf. 6143 - Courses of Study)*

As a matter of principle, science teachers are professionally bound to limit their teaching to content that meets the criteria of scientific fact, hypothesis and theory as these terms are used in natural sciences. A scientific fact is an understanding based on confirmable observations and is subject to test and rejection. A scientific hypothesis is an attempt to frame a question as a testable proposition. A scientific theory organizes and explains a range of natural phenomena on the basis of facts and hypotheses. Scientific theories are constantly subject to testing, modification and refutation as new evidence and new ideas emerge.

Philosophical and religious theories are based, at least in part, on faith, and are not subject to scientific test and refutation. Such beliefs shall not be discussed in science classes, but may be addressed in the social science and language arts curricula.

*(cf. 6141.2 - Recognition of Religious Beliefs and Customs)*  
*(cf. 6142.91 - Reading/Language Arts Instruction)*

*Legal Reference:*

EDUCATION CODE  
51210 Areas of study, grades 1 through 6  
51220 Areas of study, grades 7 through 12

*Management Resources:*

CDE PUBLICATIONS  
*Science Framework for California Public Schools, 1990*  
SBE POLICIES  
*Policy Statement on the Teaching of Natural Sciences, January 13, 1989*

**HISTORY-SOCIAL SCIENCE INSTRUCTION**

**Cautionary Notice:** As added and amended by SBX3 4 (Ch. 12, Third Extraordinary Session, Statutes of 2009), ABX4 2 (Ch. 2, Fourth Extraordinary Session, Statutes of 2009), and SB 70 (Ch. 7, Statutes of 2011), Education Code 42605 grants districts flexibility in "Tier 3" categorical programs. The Lake County Office of Education has accepted this flexibility and thus is deemed in compliance with the statutory or regulatory program and funding requirements for these programs for the 2008-09 through 2014-15 fiscal years. As a result, the district may temporarily suspend certain provisions of the following policy or regulation that reflect these requirements. For further information, please contact the Superintendent or designee.

The Lake County Board of Education believes that the study of history and other social sciences is essential to prepare students to engage in responsible citizenship, comprehend complex global interrelationships, and understand the vital connections among the past, present, and future. The Lake County Office of Education's history-social science education program shall be designed to develop students' knowledge of historical events within a chronological and geographic context and shall include, at appropriate grade levels, instruction in American and world history, geography, economics, political science, anthropology, psychology, and sociology.

*(cf. 6143 - Courses of Study)*

*(cf. 6146.1 - High School Graduation Requirements)*

The County Board shall adopt academic standards for history-social science which meet or exceed state content standards and describe the knowledge and skills that students shall be expected to achieve at each grade level.

*(cf. 6011 - Academic Standards)*

*Legal Reference: (see next page)*

## **HISTORY-SOCIAL SCIENCE INSTRUCTION (continued)**

### *Legal Reference:*

#### EDUCATION CODE

- 33540 History-social science curriculum framework*
- 51204 Course of study designed for student's needs*
- 51204.5 History of California; contributions of men, women, and ethnic groups*
- 51210 Course of study, grades 1-6*
- 51220 Course of study, grades 7-12*
- 51220.2 Instruction in legal system; teen or peer court programs*
- 51221 Social science course of study, inclusion of instruction in use of natural resources*
- 51221.3-51221.4 Instruction on World War II and Vietnam War; use of oral histories*
- 51225.3 High school graduation requirements*
- 60040-60051 Criteria for instructional materials*
- 60119 Public hearing on the sufficiency of instructional materials*
- 60200-60206 Instructional materials, grades K-8*
- 60400-60411 Instructional materials, grades 9-12*
- 60420-60424 Instructional Materials Funding Realignment Program*
- 60640-60649 Standardized Testing and Reporting Program*
- 99200-99206 Subject matter projects*

### *Management Resources:*

#### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

*History-Social Science Framework for California Public Schools, Kindergarten Through Grade Twelve, rev. 2005*

*Model Curriculum for Human Rights and Genocide, 2000*

*History-Social Science Content Standards for California Public Schools, Kindergarten Through Grade Twelve, October 1998*

#### WEB SITES

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

*California Council for the Humanities: <http://www.calhum.org>*

*California Council for the Social Studies: <http://www.ccss.org>*

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

*California History-Social Science Course Models: <http://www.history.ctaponline.org>*

*California Subject Matter Project: <http://csmf.ucop.edu>*

*National Association for Multicultural Education: <http://www.nameorg.org>*

*National Council for History Education: <http://www.nche.net>*

**COURSES OF STUDY**

The Lake County Board of Education recognizes that a well-aligned sequence of courses fosters academic progress and provides for the best possible use of instructional time. The Lake County Office of Education's course of study shall provide students with opportunities to attain the skills, knowledge, and abilities they need to be successful in school, college, and the workplace.

*(cf. 6011 - Academic Standards)*

*(cf. 6141 - Curriculum Development and Evaluation)*

*(cf. 6161.1 - Selection and Evaluation of Instructional Materials)*

LCOE shall offer all otherwise qualified students in grades 7-12 a course of study that prepares them, upon graduation from high school, to meet the requirements and prerequisites for admission to California public institutions of post secondary education and to attain entry-level employment skills in business or industry. (Education Code 51228)

*(cf. 5121 - Grades/Evaluation of Student Achievement)*

*(cf. 6141.5 - Advanced Placement)*

*(cf. 6146.1 - High School Graduation Requirements)*

*(cf. 6162.52 - High School Exit Examination)*

*(cf. 6178 - Career Technical Education)*

In addition, the course of study for students in grades 9-12 shall include instruction in skills and knowledge for adult life, career technical training, and a timely opportunity for all otherwise qualified students to enroll, within four years before graduation, in each course necessary to fulfill the requirements and prerequisites for admission to California public institutions of post secondary education. (Education Code 51224, 51228)

*Legal Reference: (see next page)*

**COURSES OF STUDY (continued)**

*Legal Reference:*

EDUCATION CODE

33319.3 *Driver education; CDE materials on road rage*  
33540 *Government and civics instruction in interaction with government agencies*  
48980 *Parental notifications*  
51202 *Instruction in personal and public health and safety*  
51203 *Instruction on alcohol, narcotics and restricted dangerous drugs*  
51204 *Course of study designed for student's needs*  
51204.5 *Social science instruction; history of California; contributions of various groups*  
51210-51212 *Course of study for grades 1-6*  
51220-51229 *Course of study for grades 7-12*  
51241 *Exemption from physical education*  
51911-51921 *Comprehensive health education*  
51930-51939 *Comprehensive sexual health and HIV/AIDS prevention instruction*  
51940 *Curriculum for brain and spinal cord injury prevention*  
53278-53280 *Supplemental School Counseling Program*  
60040-60052 *Requirements for instructional materials*  
66204 *Certification of high school courses as meeting university admission criteria*

HEALTH AND SAFETY CODE

11032 *Definition of dangerous drugs*

CODE OF REGULATIONS, TITLE 5

10020-10049 *Automobile driver education and training*

10060 *Physical education program*

UNITED STATES CODE, TITLE 20

6101-6251 *School-to-Work Opportunities Act of 1994*

*Management Resources:*

WEB SITES

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

California Career Resource Network: <http://www.californiacareers.info>

California Colleges.edu: <http://www.californiacolleges.edu>

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

California State University, Admission Requirements: [http://www.csumentor.edu/planning/high\\_school](http://www.csumentor.edu/planning/high_school)

University of California, a-g Course Submissions: [http://www.ucop.edu/a-gGuide/ag/course\\_submissions](http://www.ucop.edu/a-gGuide/ag/course_submissions)

University of California, List of Approved a-g

Courses: <http://www.universityofcalifornia.edu/admissions/freshman/requirements>



**COURSES OF STUDY**

Courses of study for grades 7-12 shall include the following:

*(cf. 6146.1 - High School Graduation Requirements)*

*(cf. 6146.5 - Elementary/Middle School Graduation Requirements)*

*(cf. 6162.52 - High School Exit Examination)*

1. English: knowledge and appreciation of literature, language, and composition, and the skills of reading, listening, and speaking (Education Code 51220)

*(cf. 6142.91 - Reading/Language Arts Instruction)*

2. Social sciences: age-appropriate instruction drawing upon the disciplines of anthropology, economics, geography, history, political science, psychology, and sociology, with instruction in: (Education Code 51220)

- a. The history, resources, development, and government of California and the United States, including instruction in the early history of California and a study of the role and contributions of both men and women, Native Americans, African Americans, Mexican Americans, Asian Americans, Pacific Islanders, European Americans, lesbian, gay, bisexual, and transgender Americans, persons with disabilities, and members of other ethnic and cultural groups to the economic, political, and social development of California and the United States, with particular emphasis on portraying the role of these groups in contemporary society (Education Code 51204.5)
- b. The American legal system, the operation of the juvenile and adult criminal justice systems, and the rights and duties of citizens under the criminal and civil law and the state and federal constitutions

This course may include participation in a teen court or peer court program. (Education Code 51220.2)

*(cf. 5138 - Conflict Resolution/Peer Mediation)*

- c. The development of the American economic system, including the role of the entrepreneur and labor
- d. The relations of persons to their human and natural environments, including the wise use of natural resources (Education Code 51221)

*(cf. 6142.5 - Environmental Education)*

- e. Eastern and western cultures and civilizations

**COURSES OF STUDY** (continued)

- f. Human rights issues, with particular attention to the study of the inhumanity of genocide, slavery, and the Holocaust
  - g. Contemporary issues
- (cf. 6141.2 - *Recognition of Religious Beliefs and Customs*)  
(cf. 6142.3 - *Civic Education*)  
(cf. 6142.94 - *History-Social Science Instruction*)
- 3. Physical education: with emphasis on physical activities conducive to health and vigor of body and mind, as required by Education Code 51222 (Education Code 51220)  
  
(cf. 6142.7 - *Physical Education and Activity*)
  - 4. Science: physical and biological aspects; emphasis on basic concepts, theories, and processes of scientific investigation and on the place of humans in ecological systems; appropriate applications of the interrelation and interdependence of the sciences (Education Code 51220)  
  
(cf. 6142.93 - *Science Instruction*)
  - 5. Mathematics: mathematical understandings, operational skills, and problem-solving procedures; algebra (Education Code 51220, 51224.5)  
  
(cf. 6142.92 - *Mathematics Instruction*)
  - 6. Applied arts: consumer and homemaking education, industrial arts, general business education, or general agriculture (Education Code 51220)
  - 7. Career technical/vocational-technical education: in the occupations and in the numbers appropriate to the personnel needs of the state and community served and relevant to the career desires and needs of students (Education Code 51220)  
  
(cf. 6178 - *Career Technical Education*)
  - 8. HIV/AIDS prevention (Education Code 51934)  
  
(cf. 6142.1 - *Sexual Health and HIV/AIDS Prevention Instruction*)
  - 9. Personal and public safety, accident prevention and health, including instruction in: (Education Code 51202, 51203)
    - a. Emergency first aid, hemorrhage control, treatment for poisoning, resuscitation techniques, and cardiopulmonary resuscitation when appropriate equipment is available
    - b. Fire prevention

**COURSES OF STUDY** (continued)

- c. The protection and conservation of resources, including the necessity for the protection of the environment
- d. Venereal disease
- e. The effects of alcohol, narcotics, drugs, and tobacco upon the human body and upon prenatal development

*(cf. 5131.6 - Alcohol and Other Drugs)*

*(cf. 6142.8 - Comprehensive Health Education)*

- f. Prenatal care
- g. Violence as a public health issue

In addition, the course of study for grade 7 and/or 8 may include parenting skills and education that address at least all of the following: (Education Code 51220.5)

1. Child growth and development
2. Parental responsibilities
3. Household budgeting
4. Child abuse and neglect issues
5. Personal hygiene
6. Maintenance of healthy relationships
7. Teen parenting issues
8. Self-esteem

*(cf. 5146 - Married/Pregnant/Parenting Students)*

**CONTROVERSIAL ISSUES**

The Lake County Board of Education and the Lake County Superintendent of Schools believes that students should have opportunities to discuss controversial issues which have political, social or economic significance and which the students are mature enough to investigate and address. The study of a controversial issue should help students learn how to gather and organize pertinent facts, discriminate between fact and fiction, draw intelligent conclusions and respect the opinions of others.

The County Board and County Superintendent expects teachers to exercise caution and discretion when deciding whether or not a particular issue is suitable for study or discussion in any particular class. Teachers should not spend class time on any topic which they feel is not suitable for the class or related to the established course of study.

The County Board and County Superintendent also expects teachers to ensure that all sides of a controversial issue are impartially presented, with adequate and appropriate factual information. Without promoting any partisan point of view, the teacher should help students separate fact from opinion and warn them against drawing conclusions from insufficient data. The teacher shall not suppress any student's view on the issue as long as its expression is not malicious or abusive toward others.

Teachers sponsoring guest speakers shall either ask them not to use their position or influence on students to forward their own religious, political, economic or social views or shall take active steps to neutralize whatever bias has been presented.

*(cf. 1312.1 - Complaints Concerning District Employees)*  
*(cf. 1312.2 - Complaints Concerning Instructional Materials)*  
*(cf. 5145.2 - Freedom of Speech/Expression)*

*Legal Reference:*

EDUCATION CODE

- 51510 Prohibited study or supplemental materials*
- 51511 Religious matters properly included in courses of study*
- 51530 Prohibition and definition re advocating or teaching communism with intent to indoctrinate*
- 51933 Sex education courses*
- 60040 Portrayal of cultural and racial diversity*
- 60044 Prohibited instructional materials*
- 60045 Required to be accurate, objective, current, and suited to needs and comprehension at respective grade levels*

**CONTROVERSIAL ISSUES**

Controversial issues may be discussed in the classroom, provided that:

1. The issue is related to the course of study and provides opportunities for critical thinking, for developing tolerance, and for understanding conflicting points of view.
2. The issue has a meaningful relationship to matters of concern to the students.
3. Available information about the issue is sufficient to allow alternative points of view to be discussed and evaluated on a factual basis.
4. All sides of the issue are given a proper hearing, using established facts as primary evidence.
5. The issue has points of view which can be understood and defined by the students.
6. The teacher does not use his/her position to forward his/her own religious, political, economic or social bias. The teacher may express a personal opinion if he/she identifies it as such and does not express the opinion for the purpose of persuading students to his/her point of view.
7. Discussion or study of the issue is instigated by the students or by the established curriculum, but not by a source outside of the schools.
8. The discussion does not reflect adversely upon persons because of their race, sex, color, creed, national origin, ancestry, handicap or occupation.
9. The oral or written presentation does not violate state or federal law.

The Lake County Superintendent of Schools shall have the authority to judge whether the above conditions are being met.

**ASSEMBLIES AND SPECIAL EVENTS**

The Lake County Board of Education and the Lake County Superintendent of Schools believe that assemblies and special events should promote a positive school climate and be related to the Lake County Office of Education's educational program. Assemblies may provide information that supplements LCOE's curriculum or may showcase student achievement in academics, athletics, music, art, drama, or other extracurricular or cocurricular activities.

*(cf. 5137 - Positive School Climate)*  
*(cf. 6000 - Concepts and Roles)*  
*(cf. 6115 - Ceremonies and Observances)*  
*(cf. 6142.6 - Visual and Performing Arts Education)*  
*(cf. 6143 - Courses of Study)*

The program manager/administrator shall ensure that speakers and community resources featured in school assemblies and special events are carefully selected and represent a balanced viewpoint. Prospective speakers shall agree to present material of educational relevance that is appropriate to the maturity of the audience, with no statements that are obscene, vulgar, or that incite violence.

*(cf. 5145.2 - Freedom of Speech/Expression)*  
*(cf. 6141.2 - Recognition of Religious Beliefs and Customs)*  
*(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)*  
*(cf. 6144 - Controversial Issues)*

The program manager/administrator shall schedule assemblies and special events so as to maximize the effectiveness of instructional time and to satisfy the requirements of law and negotiated agreements.

*(cf. 6111 - School Calendar)*  
*(cf. 6112 - School Day)*

During the assembly, students shall show respect to all performers and speakers. Students who disrupt the program shall lose the privilege of attending the assembly and may be subject to disciplinary action.

*(cf. 5131 - Conduct)*  
*(cf. 5131.4 - Student Disturbances)*  
*(cf. 5144 - Discipline)*  
*(cf. 5144.1 - Suspension and Expulsion/Due Process)*

*Legal Reference: (see next page)*

**ASSEMBLIES AND SPECIAL EVENTS** (continued)

*Legal Reference:*

EDUCATION CODE

*37200-37202 School calendar*

*37220-37223 Holidays*

*46010 Total days of attendance*

*46100 Length of schoolday*

*48980 Notice at beginning of term*

*51202 Instruction in personal and public health and safety*

*51240 Excuse from instruction due to religious beliefs*

*51513 Materials containing questions about beliefs or practices*

*51930-51939 Comprehensive Sexual Health and HIV/AIDS Prevention Education Act*

**HIGH SCHOOL GRADUATION REQUIREMENTS**

The Lake County Board of Education desires to prepare all students to obtain a high school diploma to enable them to take advantage of opportunities for postsecondary education and employment.

*(cf. 5127 - Graduation Ceremonies and Activities)*

*(cf. 5147 - Dropout Prevention)*

*(cf. 5149 - At-Risk Students)*

*(cf. 6143 - Courses of Study)*

*(cf. 6146.3 - Reciprocity of Academic Credit)*

**Course Requirements**

To obtain a high school diploma, students shall complete at least the following courses in grades 9-12. Five credits is equivalent to one semester:

1. 40 credits in English (Education Code 51225.3)

*(cf. 6142.91 - Reading/Language Arts Instruction)*

2. 20 credits in mathematics (Education Code 51225.3)

At least 10 credits, or a combination of the 20 credits required for completion in grades 9-12, shall meet or exceed state academic content standards for Algebra I. (Education Code 51224.5)

Completion, prior to grade 9, of algebra coursework that meets or exceeds state academic content standards shall satisfy the algebra coursework requirement, but shall not exempt a student from the requirement to complete 20 mathematics credits in grades 9-12. (Education Code 51224.5)

*(cf. 6011 - Academic Standards)*

*(cf. 6142.92 - Mathematics Instruction)*

3. 20 credits in science, including biological and physical sciences (Education Code 51225.3)

*(cf. 6142.93 - Science Instruction)*

4. 30 credits in social studies, including United States history and geography; world history, culture, and geography; a one-semester course in American government and civics; and a one-semester course in economics (Education Code 51225.3)

*(cf. 6142.3 - Civic Education)*

*(cf. 6142.93 - History-Social Science Instruction)*



**HIGH SCHOOL GRADUATION REQUIREMENTS** (continued)

5. 10 credits in visual or performing arts and 10 credits in career technical education (Education Code 51225.3)

To be counted towards meeting graduation requirements, a course in career technical education shall be aligned to the career technical model curriculum standards and framework adopted by the State Board of Education.

*(cf. 6142.2 - World/Foreign Language Instruction)*  
*(cf. 6142.6 - Visual and Performing Arts Education)*  
*(cf. 6178 - Career Technical Education)*  
*(cf. 6178.2 - Regional Occupational Center/Program)*

6. 20 credits in physical education, unless the student has been otherwise exempted pursuant to other sections of the Education Code (Education Code 51225.3)

*(cf. 6142.7 - Physical Education and Activity)*

7. Five credits in computer applications

8. Additional electives to total 45 credits

*(cf. 6142.4 - Service Learning/Community Service Classes)*

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.

*(cf. 6146.11 - Alternative Credits Toward Graduation)*  
*(cf. 6146.2 - Certificate of Proficiency/High School Equivalency)*

The Lake County Superintendent of Schools shall exempt or waive specific course requirements for foster youth or children of military families in accordance with Education Code 51225.3 and 49701.

*(cf. 6173.1 - Education for Foster Youth)*  
*(cf. 6173.2 - Education for Children of Military Families)*

**High School Exit Examination**

As a condition of high school graduation, each student completing grade 12 shall have successfully passed the state exit examination in language arts and mathematics unless he/she receives a waiver or exemption. (Education Code 60851, 60859)

*(cf. 6146.4 - Differential Graduation and Competency Standards for Students with Disabilities)*  
*(cf. 6159 - Individualized Education Program)*  
*(cf. 6162.52 - High School Exit Examination)*

## **HIGH SCHOOL GRADUATION REQUIREMENTS** (continued)

Supplemental instruction shall be offered to any student in grade 7-12 who does not demonstrate "sufficient progress," as defined in BP 6179 - Supplemental Instruction, toward passing the exit exam. (Education Code 37252, 60851)

*(cf. 5148.2 - Before/After School Programs)*

*(cf. 6176 - Weekend/Saturday Classes)*

*(cf. 6177 - Summer School)*

*(cf. 6179 - Supplemental Instruction)*

Students who have not passed one or both parts of the exit exam by the end of grade 12 shall have the opportunity to receive intensive instruction and services for up to two consecutive academic years after completion of grade 12 or until they have passed both parts of the exam, whichever comes first. (Education Code 37254)

*(cf. 1312.4 - Williams Uniform Complaint Procedures)*

*(cf. 6164.2 - Guidance/Counseling Services)*

In addition to intensive remedial instruction, the Lake County Office of Education shall offer students who have passed all state and local graduation requirements except one or both parts of the exit exam the following option for two years beyond their regular senior year or until they pass the exam, whichever occurs first:

Ongoing enrollment in community school classes focused on preparation for the exit exam.

*(cf. 0420.4 - Charter Schools)*

*(cf. 6158 - Independent Study)*

*(cf. 6184 - Continuation Education)*

The County Superintendent or designee shall regularly report to the County Board regarding the number of students who have fulfilled all local and state graduation requirements except for the passage of the exit exam and the resources that have been offered to such students.

### **Retroactive Diplomas**

LCOE may retroactively grant a high school diploma to a former student who was interned by 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 that he/she was enrolled in a LCOE 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)

LCOE also 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)

## **HIGH SCHOOL GRADUATION REQUIREMENTS (continued)**

In addition, LCOE may grant a diploma to a veteran who entered the military service of the United States while he/she was a LCOE student in grade 12 and who had completed the first half of the work required for grade 12. (Education Code 51440)

### *Legal Reference:*

#### EDUCATION CODE

- 35186 *Williams Uniform Complaint Procedures*
  - 37252 *Supplemental instructional programs*
  - 37254 *Supplemental instruction based on failure to pass exit exam by end of grade 12*
  - 37254.1 *Required student participation in supplemental instruction*
  - 47612 *Enrollment in charter school*
  - 48200 *Compulsory attendance*
  - 48412 *Certificate of proficiency*
  - 48430 *Continuation education schools and classes*
  - 48645.5 *Acceptance of coursework*
  - 48980 *Required notification at beginning of term*
  - 49701 *Interstate Compact on Educational Opportunity for Military Children*
  - 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*
  - 51240-51246 *Exemptions from requirements*
  - 51250-51251 *Assistance to military dependents*
  - 51410-51412 *Diplomas*
  - 51420-51427 *High school equivalency certificates*
  - 51450-51455 *Golden State Seal Merit Diploma*
  - 51745 *Independent study restrictions*
  - 52378 *Supplemental school counseling program*
  - 56390-56392 *Recognition for educational achievement, special education*
  - 60850-60859 *High school exit examination*
  - 66204 *Certification of high school courses as meeting university admissions criteria*
- #### CODE OF REGULATIONS, TITLE 5
- 1600-1651 *Graduation of students from grade 12 and credit toward graduation*
- #### COURT DECISIONS
- O'Connell v. Superior Court (Valenzuela), (2006) 141 Cal.App.4th 1452*

### *Management Resources:*

#### WEB SITES

- CSBA: <http://www.csba.org>
- California Department of Education, High School: <http://www.cde.ca.gov/ci/gs/hs>
- University of California, List of Approved a-g Courses:  
<http://www.universityofcalifornia.edu/admissions/freshman/requirements>

**Instruction**

AR 6146.1

**HIGH SCHOOL GRADUATION REQUIREMENTS**

**Notifications**

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)

*(cf. 6146.11 - Alternative Credits Toward Graduation)*

*(cf. 6145.6 - International Exchange)*

*(cf. 6146.2 - Certificate of Proficiency/High School Equivalency)*

**ALTERNATIVE CREDITS TOWARD GRADUATION**

In order to meet individual student needs and encourage all students to complete their high school education, the Lake County Board of Education desires to provide flexibility in the completion of prescribed courses in accordance with law.

*(cf. 6143 - Courses of Study)*  
*(cf. 6146.1 - High School Graduation Requirements)*  
*(cf. 6146.3 - Reciprocity of Academic Credit)*  
*(cf. 6162.52 - High School Exit Examination)*  
*(cf. 6200 - Adult Education)*

With the active involvement of parents/guardians, administrators, teachers, and students, the County Board shall adopt alternative means for students to complete the prescribed course of study required for high school graduation. These alternative means shall be made available to students, parents/guardians, and the public. (Education Code 51225.3)

*(cf. 1220 - Citizen Advisory Committees)*  
*(cf. 6020 - Parent Involvement)*

Students may fulfill any course requirement for graduation through the following:

1. Practical demonstration of skills and competencies (Education Code 51225.3)

Opportunities to demonstrate skills and competencies shall include, but not be limited to, challenging a course through successful completion of a Lake County Office of Education-developed examination which covers course objectives. The LCOE shall not use results from the General Educational Development test or other state or national tests for this purpose.

*(cf. 6146.2 - Certificate of Proficiency/High School Equivalency)*  
*(cf. 6155 - Challenging Courses by Examinations)*

2. Supervised work experience or other outside school experience in accordance with Education Code 51760.3 and 5 CCR 1635 (Education Code 51225.3)

*(cf. 6178.1 - Work Experience Education)*

3. Career technical education classes offered in high school (Education Code 51225.3)

*(cf. 6178 - Career Technical Education)*

4. Courses offered by regional occupational centers or programs (Education Code 51225.3)

*(cf. 6178.2 - Regional Occupational Center/Program)*

5. Interdisciplinary study (Education Code 51225.3)

**ALTERNATIVE CREDITS TOWARD GRADUATION** (continued)

6. Independent study (Education Code 51225.3)

*(cf. 6158 - Independent Study)*

7. Credit earned at a postsecondary institution (Education Code 48800, 51225.3)

*(cf. 6172.1 - Concurrent Enrollment in College Classes)*

8. Private instruction in accordance with 5 CCR 1631

Upon receiving advance, written application by the student or his/her parent/guardian, the Lake County Superintendent of Schools shall determine whether completion of the proposed alternative means would satisfy course requirements for graduation and what documentation shall be required, if any, to verify the student's successful completion. The County Superintendent or designee shall make the final determination as to whether the student's completion of an alternative means is sufficient to satisfy LCOE's graduation requirements.

As appropriate, the County Superintendent or designee shall determine the grade to be assigned to students for the completion of any of the above alternative means. When a grade is assigned by a private school, postsecondary institution, or other educational institution for completion of coursework, that same grade shall be awarded by LCOE provided that the County Superintendent or designee has determined the alternative course to be substantially equivalent to a LCOE course.

*(cf. 5121 - Grades/Evaluation of Student Achievement)*

**ALTERNATIVE CREDITS TOWARD GRADUATION** (continued)

*Legal Reference:*

EDUCATION CODE

35160 Authority of governing boards

35160.1 Broad authority of school districts

48412 Certificate of proficiency

48645.5 Course credit, juvenile court schools

48800-48802 Attendance at community college; advanced education

51220 Areas of study; grades 7-12

51225.3 Requirements for graduation

51240-51246 Exemptions from requirements

51420-51427 General Educational Development test

51440 Veterans' education, evaluation and credit toward high school graduation

51740-51741 Authority to provide instruction by correspondence

51745-51749.3 Independent study

51760-51769.5 Work experience education

52300-52499.66 Career technical education

VEHICLE CODE

12814.6 Teen driver's act

CODE OF REGULATIONS, TITLE 5

1600-1635 Alternative credit

10070-10075 Work experience education

11500-11508 Regional occupational centers and programs

11520-11523 Proficiency examination and certificate

11700-11703 Independent study

UNITED STATES CODE, TITLE 20

2301-2414 Carl D. Perkins Career and Technical Education Act of 2006

*Management Resources:*

WEB SITES

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

**CERTIFICATE OF PROFICIENCY/HIGH SCHOOL EQUIVALENCY**

The Lake County Board of Education desires that every student have the opportunity to earn a high school diploma through successful completion of class work and examination. However, when a student is unable to do so, the County Board encourages completion of an alternative program that allows him/her to obtain an equivalent certificate.

*(cf. 5147 - Dropout Prevention)*  
*(cf. 6146.1 - High School Graduation Requirements)*  
*(cf. 6162.52 - High School Exit Examination)*  
*(cf. 6200 - Adult Education)*

Eligible persons may obtain a certificate of proficiency or a high school equivalency certificate in accordance with law, Board policy and administrative regulation.

The Lake County Superintendent of Schools shall make information available to interested persons regarding the eligibility and examination requirements of each program.

*(cf. 6164.2 - Guidance/Counseling Services)*

*Legal Reference:*

EDUCATION CODE  
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*  
51420-51427 *High school equivalency certificate*  
CODE OF REGULATIONS, TITLE 5  
11520-11523 *Proficiency examination and certificate*  
11530-11532 *High school equivalency certificate (GED)*

*Management Resources:*

CDE PUBLICATIONS  
*Adult Education Handbook for California, 1997*  
WEB SITES  
CDE, GED Office: <http://www.cde.ca.gov/ged>  
CDE, High School Proficiency: <http://www.cde.ca.gov/statetests/chspe>



**CERTIFICATE OF PROFICIENCY/HIGH SCHOOL EQUIVALENCY**

**Certificate of Proficiency**

The program manager/administrator of each school maintaining grades 11 and 12 shall distribute to each student in those grades an announcement explaining the California High School Proficiency Examination (CHSPE). When announcements from the California Department of Education (CDE) or its contractor are received, this information shall be distributed early enough to enable interested students to register for the test to be given in the fall of that year. (5 CCR 11523)

*(cf. 5145.6 - Parental Notifications)*

Any student may take the CHSPE if he/she meets one of the following conditions: (Education Code 48412)

1. Is age 16 or older
2. Has been enrolled in the 10th grade for one school year or longer
3. Will complete one school year of enrollment in 10th grade at the end of the semester during which the CHSPE will be administered

If a student receives the proficiency certificate, Lake County Office of Education shall indicate the student's accomplishment and the date of the proficiency certificate award on the student's official transcript. (5 CCR 11521)

*(cf. 5125 - Student Records)*

Upon request, the Lake County Superintendent of Schools shall provide a form for obtaining parent/guardian consent for exemption from compulsory school attendance by students ages 16 and 17 who have demonstrated proficiency. The form shall contain at least the following information: (5 CCR 11522)

1. A general explanation of the student's rights of exemption from compulsory attendance and of re-enrollment in the public schools
2. The date of issuance of the certificate of proficiency
3. The signature of the parent/guardian and the date
4. The signature of the school administrator who has personally confirmed the authenticity of the parent/guardian's signature and the date

*(cf. 5112.1 - Exemptions from Attendance)*

**CERTIFICATE OF PROFICIENCY/HIGH SCHOOL EQUIVALENCY (continued)**

If a student age 16 or 17 terminates his/her enrollment after receiving the high school proficiency certificate, he/she may re-enroll in LCOE with no adverse consequences. If he/she subsequently terminates enrollment again, he/she may be denied re-enrollment until the beginning of the following semester. (Education Code 48414)

**High School Equivalency Certificate/GED**

Any person is eligible to take the General Educational Development test leading to a high school equivalency certificate if he/she is a resident of California or a member of the armed forces assigned to duty in California and meets any one of the following criteria: (Education Code 51420; 5 CCR 11532)

1. Is 18 years of age or older, or within 60 days of his/her 18th birthday, regardless of enrollment status
2. Is not currently enrolled in school and is within 60 days of when he/she would have graduated from high school had he/she remained in school and followed the usual course of study
3. Is 17 years of age, has been out of school for at least 60 consecutive days, and provides a letter of request for the test from the military, a postsecondary educational institution, or a prospective employer
4. Is 17 years of age, has accumulated fewer than 100 units of high school credit, is confined to a state or county hospital or to an institution maintained by a state or county correctional facility, and meets other criteria listed in 5 CCR 11532

**RECIPROCITY OF ACADEMIC CREDIT**

To determine whether students transferring into the Lake County Office of Education have met LCOE course requirements, the Lake County Superintendent of Schools shall establish procedures to evaluate the comparability of courses and/or students' understanding of course content. Such procedures shall include methods for determining the number of years of school attendance, the specific courses completed by the student and the value of credits earned.

- (cf. 5111 - Admission)*
- (cf. 5117 - Interdistrict Attendance)*
- (cf. 5121 - Grades/Evaluation of Student Achievement)*
- (cf. 6011 - Academic Standards)*
- (cf. 6143 - Courses of Study)*
- (cf. 6146.1 - High School Graduation Requirements)*
- (cf. 6146.11 - Alternative Credits Toward Graduation)*
- (cf. 6146.2 - Certificate of Proficiency/High School Equivalency)*
- (cf. 6146.4 - Differential Graduation and Competency Requirements)*
- (cf. 6146.5 - Elementary/Middle School Graduation Requirements)*
- (cf. 6162.5 - Student Assessment)*

LCOE shall accept for credit full or partial coursework satisfactorily completed by students while attending a public school, a juvenile court school or nonpublic nonsectarian school or agency. (Education Code 48645.5)

- (cf. 6159.2 - Nonpublic, Nonsectarian School and Agency Services for Special Education)*
- (cf. 6173 - Education for Homeless Children)*
- (cf. 6173.1 - Education for Foster Youth)*

Pending evaluation of the transferring student's academic performance, the student shall be placed at the grade level reached prior to enrollment in LCOE. Within 30 days of enrollment, the program manager/administrator or designee shall complete the evaluation and determine the student's appropriate grade placement.

*Legal Reference:*

EDUCATION CODE

- 35160 Authority of governing boards*
- 35160.1 Broad authority of school districts*
- 47612.5 Charter schools operations, general requirements*
- 48011 Admission from kindergarten or other school*
- 48645.5 Coursework completed in public school, juvenile court school or nonpublic nonsectarian school*
- 51225.3 Requirements for graduation*
- 51228 Minimum curriculum standards*
- 60605 Academic content and performance standards; assessments*
- 60641-60649 Standardized Testing and Reporting Program*
- 64001 Single plan for student achievement*

**RECIPROcity OF ACADEMIC CREDIT****Definitions**

An "accredited" school is one that has received accreditation by the Western Association of Schools and Colleges (WASC) or other statewide or regional commissions or, in the case of a school outside California, by the equivalent governmental or other regional accrediting agency in that jurisdiction.

**Transfers from Accredited Schools**

Students transferring into the Lake County Office of Education from an accredited school shall receive full academic credit for previously completed courses when the sending local educational agency verifies that the student has satisfactorily completed those courses.

*(cf. 6011 - Academic Standards)*

*(cf. 6143 - Courses of Study)*

*(cf. 6146.1 - High School Graduation Requirements)*

*(cf. 6146.11 - Alternative Credits Toward Graduation)*

*(cf. 6146.2 - Certificate of Proficiency/High School Equivalency)*

*(cf. 6146.5 - Elementary/Middle School Graduation Requirements)*

**Transfers from Non-Accredited Schools**

When a student transfers from any non-accredited private, public, alternative, home or charter school, academic credit shall be subject to approval by the Program manager/administrator or designee at the enrolling school. Credits transferred from these schools shall be fully accepted when there is evidence that the course work completed is equivalent to similar courses offered in LCOE.

*(cf. 0420.4 - Charter Schools)*

*(cf. 6181 - Alternative Schools/Programs of Choice)*

The program manager/administrator or designee at the enrolling school shall be responsible for determining which of the student's credits are equivalent to LCOE requirements. Guidelines for determining equivalency shall be developed by representative certificated staff familiar with LCOE's academic standards and graduation requirements.

*(cf. 6162.5 - Student Assessment)*

In determining equivalency, the program manager/administrator and/or designated certificated staff representative may consider one or more of the following:

1. A review of the description of academic content and time requirements of the course work completed by the student compared to academic content and time requirements at the enrolling school

**RECIPROCITY OF ACADEMIC CREDIT** (continued)

2. An examination of the student's portfolio of work, papers, completed projects, graded tests or other documents demonstrating the student's level of skill and knowledge

*(cf. 5121 - Grades/Evaluation of Student Achievement)*

*(cf. 6146.11 - Alternative Credits Toward Graduation)*

3. An opportunity for the student to demonstrate skill by his/her performance on appropriate course-challenging examinations, comprehensive final examinations and/or other culminating exercises used at the enrolling school

*(cf. 6155 - Challenging Courses by Examination)*

4. Verification by teacher observation, once the student has been placed in a course, that the student has reached a level of preparation consistent with his/her placement in that course

**Appeals/Due Process**

If a student's parent/guardian disagrees with the school site staff's judgment on grade-level placement, course placement and/or equivalency of academic credit, the parent/guardian may appeal to the Lake County Superintendent of Schools or designee.

Within 10 working days of notification of placement or credit determination, the parent/guardian may request, in writing, a conference with the County Superintendent or designee to review the school site staff's decision.

The County Superintendent or designee shall schedule a conference within 10 working days of the parent/guardian's request. This meeting may include the program manager/administrator or designee, representatives of the school's certificated staff, and the student's parents/guardian. It shall be the parent/guardian's responsibility to present evidence that the facts do not support the school staff's decision on the student's placement and/or transferability of prior credits.

The County Superintendent or designee's decision shall be final.

**CLASS SIZE**

The Governing Board recognizes that smaller classes may contribute to student learning by allowing teachers to better identify and respond to individual student needs. In accordance with negotiated employee agreements and state law, the Board shall establish class size limits appropriate for each grade level or subject taught and conducive to the effective use of teaching staff.

*(cf. 4141/4241 - Collective Bargaining Agreement)*

The highest priority for maintaining small class sizes shall be in the primary grades in order to support young students as they acquire the basic skills that serve as the foundation for subsequent learning. Other priorities shall be established in accordance with the goals and strategies identified in the COE's local control and accountability plan (LCAP).

*(cf. 0200 - Goals for the County Office of Education)*

*(cf. 0460 - Local Control and Accountability Plan)*

For grades K-3, the COE shall annually make progress toward maintaining an average class of not more than 24 students, unless an alternative annual average class size for each school site is collectively bargained. (Education Code 42238.02; 5 CCR 15498-15498.3)

Transitional kindergarten classes established pursuant to Education Code 48000 shall be included in the calculation of average class enrollment for kindergarten.

*(cf. 6170.1 - Transitional Kindergarten)*

At the secondary level, COE priorities for class size reduction shall focus on English language arts, mathematics, science, social studies, and other courses that are necessary for completion of graduation requirements and shall be aligned with student needs as identified in the COE's LCAP.

*(cf. 6143 - Courses of Study)*

*(cf. 6146.1 - Graduation Requirements)*

The Superintendent or designee shall provide the Board with an analysis of staffing and school facilities needs and other costs related to class size reduction proposals.

*(cf. 3100 - Budget)*

*(cf. 6117 - Year-Round Schedules)*

*(cf. 7111 - Evaluating Existing Buildings)*

The Superintendent or designee shall annually report to the Board regarding the impact of the class size reduction program on student achievement and other outcomes such as changes in school climate and student engagement.

**CLASS SIZE** (continued)

(cf. 0500 - Accountability)  
(cf. 6162.5 - Student Assessment)

*Legal Reference:*

EDUCATION CODE

17042 Rules for determining area of adequate school construction; exceptions

17042.7 Formula for calculation

33050 Nonwaivable provisions

35160 Authority of the board

42238.02 Local control funding formula, including adjustment for class size reduction

42280 Necessary small schools

46205 Computation for early-late programs

51225.3 Graduation requirements

52060-52077 Local control and accountability plan

GOVERNMENT CODE

3543.2 Scope of representation

*Management Resources:*

WEB SITES

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

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