

GENERAL GRADUATION REQUIREMENTS

It shall be the policy of the Board of Trustees to acknowledge each student's successful completion of the instructional program by the awarding of a diploma. Students shall receive diplomas of graduation from high school only after completing the prescribed course of study and meeting the standards of proficiency established by the district and the state.

The minimum requirements for graduation shall be the satisfactory completion of the following:

I. RESIDENCY AND ATTENDANCE

- A. The Oxnard Union High School District shall have no required term of student residence as a condition of graduation. (EC §51411)
- B. The Governing Board shall award the diploma of graduation at the end of the term or summer school session during which the student completed the course of study prescribed by the Governing Board. (Title 5 §1650)
- C. Fall Semester Seniors - Students in the fall semester of grade 12 must be enrolled in at least five (5) courses, which may include Regional Occupational Programs, Work Experience Education, courses at accredited postsecondary educational institutions, Independent Study, Special Education programs wherein the IEP establishes a different number of courses, or any other course of study authorized by the Governing Board which is equivalent to the approved high school course of study. (EC §46145)
  - 1. Beginning with the class of 2024 any student with 'D' and 'F' grades in the previous semester must have a full class schedule with no dismissal periods unless waived by the principal or designee
- D. Spring Semester Seniors - Students in the spring semester of grade 12 must be enrolled in at least a four (4) courses during a 240 minute school day. These courses may include, Work Experience Education. College coursework and off site ROP courses do not count toward the four (4) course 240 minute school day.
  - 1. Beginning with the class of 2024 any student with 'D' and 'F' grades in the previous semester must have a full class schedule with no dismissal periods unless waived by the principal or designee
- E. Trimester Seniors

Students in the Trimester schedule must maintain an enrollment of eleven (11) courses in grade 12. This includes a minimum of four (4) courses in Fall Trimester, a minimum of four (4) courses in Winter Trimester, and a minimum of three (3) courses in Spring Trimester. Fall and Winter Trimester may include Regional Occupational Programs, Work Experience Education, courses at accredited postsecondary educational institutions, Independent Study, Special Education programs wherein the IEP establishes a different number of courses or any other course of study authorized by the Governing Board which is equivalent to the approved high school course of study. (EC §46145) Students in the spring Trimester of grade 12 must be enrolled in at least a three (3) courses.

1. Beginning with the class of 2024 any student with 'D' and 'F' grades in the previous trimester must have a full class schedule with no dismissal periods unless waived by the principal or designee

F. Early Graduation

Students meeting the credits required to graduate prior to their eighth semester or twelfth trimester must show plans to access a post high school opportunity and be recommended by the Principal. The principal's recommendation must be approved by the Superintendent or their designee.

## II. PROFICIENCIES

- A. Students must take the California Physical Fitness Test (PFT) in grade 9 demonstrating proficiency on at least five (5) of the six (6) assessments on the PFT
  1. Students who do not meet the proficiency standard on at least five (5) of the six (6) assessments on the PFT in grade 9 will attempt the PFT assessments they have not passed within a grade 10 Physical Education, Marching P.E. (fall only), or ROTC course.
  2. Students who do not meet the proficiency standard on at least five (5) of the six (6) assessments on the PFT in grade 10 will be enrolled in a Physical Education course in grade 11, unless the student is exempted pursuant to Education Code 51241 as outlined in Administrative Regulation 6146.1

## III. CREDIT REQUIREMENTS

The minimum number of credits required for graduation is 230

## IV. COURSE REQUIREMENTS

Each department's subject requirements are defined in the Board-adopted Curriculum Frameworks. The prescribed course of study for students in grades 9 through 12 shall include: (EC §51225.3)

- A. 40 credits English
- B. 30 credits Mathematics
  1. Including 5 credits in Math 1 (second term) or Math 2 or in any higher-level Math course
- C. 20 credits Physical Education
  - a. Unless the student has been exempted pursuant to *CA Education Code 51241*
- D. 5 credits in Health Education

- E. 20 credits Science;
  - a. 10 credits biological/life sciences are required, and
  - b. 10 credits physical sciences are required,

Beginning with the class of 2024

30 credits Science;

- 10 credits biological/life sciences are required
- 10 credits physical sciences are required
- 10 additional credits in any science course are required;

- F. 35 credits Social Science, including:
  - a. 10 credits World Civilizations
  - b. 10 credits United States History
  - c. 5 credits American Government
  - d. 5 credits Economics
  - e. 5 credits Geography (ending with the class of 2023)

Beginning with the class of 2024

G. 5 credits Ethnic Studies/Cultural Geography

H. 20 credits of Visual and Performing Arts or World Language or Career Technical Education

Beginning with the class of 2024

20 credits of World Language or Career Technical Education with a CTE Pathway Completion,

Beginning with the class of 2024

I. 10 credits of Visual and Performing Arts

J. 60 credits of Elective Coursework

Beginning with the class of 2024

40 credits of Elective Coursework

V. ALTERNATE MEANS OF EARNING CREDIT (EC §51225.3) The Board recognizes that the prescribed course of study may not accommodate the needs of some students. Therefore, requirements for graduation and specific alternative means for completing the prescribed course of study shall be made available to students, parents/guardians and the public. (EC §51225.3)

A. Summer School (EC §37252)

1. Credits earned in summer school may be applied toward graduation requirements. Students will be awarded five (5) credits for every course successfully completed in summer school.
2. A grade 12 student who has a deficiency in credits may satisfy graduation requirements in the district's summer school that follows grade 12.

B. Work Experience Education (EC §6178.1 and CAC Title 5 - §1135)

1. A student may earn a maximum of 40 total credits in work experience,
2. 20 of the 40 credits may be nonpaid exploratory work experience
  - a. An IEP team may determine that a student with disabilities can earn more than 40 work experience credits

C. Service Courses

1. Service courses must have educational content including a prescribed course of study
2. The total number of students enrolled in Service courses during any term at any district high school shall at no time exceed five percent (5%) of the student population of the high school from the previous year CBEDS enrollment count.
3. Service courses will be permitted only for eleventh (11<sup>th</sup>) and twelfth (12<sup>th</sup>) grade students.
4. Students enrolled in service courses must have earned a "C" grade point average (2.0) or higher for the semester preceding their enrollment
5. Students who have not passed the Physical Fitness Test cannot enroll in Service Courses unless they are also enrolled in a Physical Education course.
6. The maximum number of credits a student may earn in service courses each term is five (5).
7. A maximum of twenty (20) credits in service courses will be allowed for each student, with no more than ten (10) credits in any one service course.
8. Teachers shall be limited to one (1) student aide per class period.
9. The Governing Board expects that students enrolled in service courses should reflect the diversity of each school's student population

D. Adult School (EC §52523, §52500.1)

1. High School students in Grade 12, enrolled full-time may enroll in required or elective courses offered within the district's Adult School program, with a limit of five (5) credits per session and a maximum of forty (40) total credits during high school.
2. Appropriate coursework must be recommended by the High School counselor and approved by the high school principal or designee and the Oxnard Adult School principal.

E. Regional Occupational Program (ROP) (EC §6178)

1. A student may earn credits from a regional occupational program (ROP)

F. Independent Study (OUHSD Board Policy 6158 and EC §6158)

1. Students may earn credits in this self-paced program based on an Independent Study Contract, agreed upon by student and teacher.
2. Students entering an Independent Study Contract with 160 or fewer credits may be re-designated in their fourth year of high school to Grade 11-R and may be eligible for an additional year of high school instruction with the recommendation of the Principal

G. Home Hospital Instruction (OUHSD Board Policy 6183)

1. Home Hospital Instruction is provided by the District in cases of long-term illness verified by a physician, psychiatrist, and/or licensed mental health professional and approved by the principal, school nurse, counselor, principal, Director Student Support Services and the Assistant Superintendent Educational Services
2. Home Hospital Teaching for Special Education students may be assigned by the student's Individual Education Plan (IEP) Team and approved by the Director of Special Education

H. Continuation High School

1. A student who wishes to earn a continuation high school diploma must meet the High School Graduation requirements as outlined in OUHSD Board Policy 6146.1.
2. Students entering Continuation High School with 160 or fewer credits may be re-designated in their fourth year of high school to Grade 11-R and may be eligible for an additional year of high school instruction with the recommendation of the Principal
3. Partial credits will be granted to students transferring to District continuation and alternative schools during the middle of a term as per the timeline in BP 6146.3.
4. A student who wishes to return to the comprehensive high school must meet the exit requirements of the continuation school as outlined by the principal of the continuation school.

I. High School Credit for College Coursework (EC §51740, §51760)

District students who successfully complete college-level coursework through an accredited community college, college, or university may receive high school unit and subject credit, provided the following conditions are met:

1. A written request must be submitted to and approved by the high school principal prior to the student's enrollment in the college-level course. Criteria for principal's approval will include a consideration of why the student cannot enroll in the coursework in the high school setting.
2. To receive credit for specific high school subject area graduation requirements, the college-level coursework must be in a subject area included in the high school curriculum and must be pre-approved to meet a specific graduation requirement by the high school principal or designee. College courses not pre-approved for any subject area graduation requirement will earn only elective high school credit.
3. Upon completion of the college-level coursework, the student is to provide the high school an official transcript or course completion certification and, if requested by the high school, a copy of the college course description from the college's course catalog.
4. Five (5) high school credits will be granted for any college course that is not-transferable to UC/CSU. Ten (10) high school credits will be granted for a college course that is transferable to UC/CSU;
  - a. If a transferrable course is pre-approved by the principal or designee 5 High School Credits will be granted for a high school graduation requirement and 5 Credits will be granted for high school elective credit.
5. Students enrolling in the District's Middle College/High School program will create a plan to concurrently earn the high school diploma and associates degree upon high school graduation. This plan will annually evaluate each college course in the selected associate degree program for appropriate high school credit value. College courses in the plan will earn a minimum of Five (5) and a maximum of Ten (10) high school credits for high school graduation requirements dependent on the college credit requirements of the associates degree the student is working toward.

J. Concurrent High School Courses

1. A student may earn a maximum of forty (40) credits toward High School Graduation from courses provided by an accredited out of District high school while concurrently enrolled in Oxnard Union High School District

K. Foster Youth & Homeless Youth Graduation Requirement Exemption (AB 216/AB 1806)

Under AB 216/AB1806 Foster Youth & Homeless Youth may be eligible to meet the California State Minimum Graduation Requirements instead of District Requirements for Graduation

1. California State Minimum Graduation Requirements
  - a. Three courses in English (30 credits)
  - b. Two courses in mathematics (20 credits) Including 5 credits in Math 1 (second term) or Math 2 or in any higher-level Math course (EC Section 51224.5)
  - c. Two courses in science (20 credits), including biological and physical sciences
  - d. Three courses in social studies (15 credits), 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
  - e. One course (10 credits) in visual or performing arts, foreign language, or career technical education.
  - f. Two courses in physical education (10 credits) unless the pupil has been exempted pursuant to the provisions of EC Section 51241
2. Within 30 days of enrollment schools must identify foster youth, homeless/transitional, and probation involved students who transferred into the school after their second year of high school.
3. The school must then determine whether a student is in the third or fourth year of high school by calculating the number of credits earned up to the date of transfer to include a review of academic records to ensure all prior high school credits are identified.
4. If the student is confirmed in the third or fourth year of high school a reasonable determination will be made to determine if the student can complete District graduation requirements in time to graduate from high school by the end of the student's fourth year of high school.
  - a. In determining reasonableness, a transcript analysis will be completed to identify courses and credits needed to meet District graduation requirements
5. If the student is eligible for the California State Minimum Graduation requirements, a consult will be held with the student and educational rights holder (social worker, attorney, caregiver, or anyone else familiar with the student's educational history) to review the student's school performance history and if the student wants a waiver.
6. The District will honor any Eligibility Exemption Plan (AB 167/AB 216/AB 1806) issued by another school or school district. The school counselor should verify with the previous school or school district that an Eligibility Exemption (AB 167/AB 216/AB 1806) was granted and request documentation in writing.

## VI. ACCEPTANCE OF TRANSCRIPTS

### A. Official Transcripts

1. Official Transcripts from accredited schools will be accepted as submitted.
2. No credit shall be given without official transcripts, except
  - a. Non-Public Schools (NPS) serving special education students.  
In this case the District will accept signed report cards
  - b. Partial credits will be granted to students transferring to District continuation and alternative schools during the middle of a term per the timeline in BP 6146.3.  
In this case the District will accept signed report cards

### B. International Transcripts & Foreign Exchange Students

1. Official transcripts from international schools will be accepted as submitted and will be evaluated by each school site
2. International or Foreign Exchange students who fulfill all the high school graduation requirements of the Oxnard Union High School District will earn a high school diploma
3. As a final celebration with their school friends and host families, foreign exchange students attending as Seniors may participate in the June graduation ceremonies.

### C. Home Schools

1. Home School students will be granted credit if one of the following requirements has been met:
  - a. The tutor (who may be any person including a parent) must have a valid California Teaching Credential for the grade level being taught, and instruction must be in the branches of study required in the public-school course frameworks. Tutoring must be documented for at least three (3) hours per day, between 8:00 a.m. and 4:00 p.m. and for at least 175 days per calendar year, in the English language (EC §48224)
  - b. The home school is validated by a transcript from an accredited public school, charter school, or private school.
  - c. The student has taken and passed the California High School Proficiency Examination (CHSPE). In which case the credits may be validated for the District's high school graduation requirements by taking a summative assessment of the subject area course credits being requested. These credits will not be validated by the District for UC/CSU a-g requirements.



## VII. PARTICIPATION IN COMMENCEMENT EXERCISES

- A. A student may not participate in the June graduation ceremonies until all the district's graduation requirements have been met. (Please refer to Administrative Procedures 6146.1)

## VIII. EXCEPTIONS TO GRADUATION REQUIREMENTS

- A. Any exceptions to the graduation requirements of the OUHSD may be made only with the principal's recommendation and the approval of the superintendent or superintendent's designee.

### Legal Reference:

#### EDUCATION CODE

37252 Summer School Instructional Programs  
48430 Continuation Education Schools and Classes  
51215-51218 Student Progress: Standards of Proficiency  
51225.3 Requirements for Graduation  
51240-51246 Exemptions from Requirements  
51260-51269 Drug Education  
51400-51442 Diplomas and Certificates

ADOPTED: (BP 505 - General Graduation Requirements; BP 506 - Graduation Requirements – Continuation High School); 11/22/77; Rev. 2/14/79, 6/13/79, 8/28/85, 2/26/86, 1/14/87, 4/89, 5/89, 7/10/91

REVISION/REDESIGNATION: (BP 6146.1 General Graduation Requirements); 3/23/94

Rev: 10/11/95; 10/9/96; 6/25/97; 1/13/99; Rev. 6/30/99; Rev. 4/26/00; Rev. 12/11/02; Rev. 7/16/03;  
Rev. 2/11/04; Rev 4/20/05; Rev. 6/29/05; Rev. 10/19/05; Rev. 3/8/06; Rev. 5/13/09; Rev. 5/12/10;  
Rev. 7/14/10; Rev. 1/22/2014; Rev. 5/14/14; Rev. 5/9/18

