

**SITE OPERATIONS CIRCULAR NO. 1017**

High School Resources Office

SAN DIEGO UNIFIED SCHOOL DISTRICT

**Date:** April 14, 2015

**To:** Secondary Principals and Vice Principals, Head Counselors and School Counselors

**Subject:** (1) COURSES TAKEN OUT OF DISTRICT AND (2) CAMPUS RECRUITING ACTIVITIES

**Department and/or Persons Concerned:** Secondary Principals and Vice Principals, Head Counselors and School Counselors

**Reference:** District Course of Study K-12, Pilot and Site-Adopted Courses Supplement to the Course of Study, Administrative Procedures 4595 and 4770

**Action Requested:** Review procedures for acceptance of courses taken out of district and campus recruiting activities with appropriate staff.

**Brief Explanation:**

**1. Credit for courses taken outside of the district by students currently enrolled in the district:**

Administrative Procedure 4770, Section D.7, excerpted below, discusses conditions under which credit may be issued for high school coursework taken outside of the district by students currently enrolled in the district. **Any school that is not a San Diego Unified District-managed school is considered to be out of district, including all charter schools (regardless of authorizing agency).**

- a. To support students' progress toward earning a high school diploma, graduation credit may be granted for coursework taken by students at Western Association of Schools and Colleges (WASC) accredited private institutions or non-district high schools outside the regular school day or school year (i.e., summer school) under the following conditions:
  - (1) Courses meeting core subject requirements (English, Mathematics, History, Social Studies, Science, World Language, Physical Education) may only be taken outside the district if a student has already taken the course equivalent in content in a district school and earned a letter grade. (Note: for students with disabilities, an IEP or 504 team may recommend that a student participate in courses outside of the district to meet graduation requirements.)
    - (a) Grades earned in non-district coursework may not be used for grade suppression purposes.
    - (b) Beginning with the Class of 2016, courses taken at an accredited California high school outside of the district will receive core graduation credit only if those courses are listed on the issuing school's official UC 'a-g' course list for the year in which the grade was earned.

- (c) Grades earned in non-district high school coursework will be included on the student's transcript and grades from both the district and non-district coursework will be used when calculating the student's WGPA. Only letter grades (i.e., "A," "B," "C," "D," and "F") may be used to record core coursework taken outside the district by students currently enrolled in the district. No "P" grades should be entered.
  - (d) When posting non-district coursework and grades for core coursework that the student has already taken, the district course title and number listed in the district Course of Study, K-12 that most closely matches the non-district course will be used. It must be noted that the course was taken outside the district.
- (2) First-time elective credit may be granted for coursework that does not meet core subject requirements taken by students at Western Association of Schools and Colleges (WASC) accredited private institutions, non-district high schools, or industry online virtual high schools outside the regular school day or school year (e.g., summer school). This elective credit does not earn a letter grade and will not be used when calculating a student's WGPA. Grades earned in non-district coursework may not be used for grade suppression purposes.
- (a) Enter "P" (pass/credit) for passing grades; do not enter failing grades. Credit toward graduation is allowed for a grade of "P."
  - (b) When posting non-district coursework and grades for elective coursework, the district course title and number comparable in content listed in the district Course of Study, K-12 that most closely matches the non-district course should be used. If a comparable district course is not available, the generic subject area course number (e.g., 4000 for Mathematics) should be used. In both cases, it must be noted that the course was taken outside the district.
  - (c) Coursework that meets graduation requirements taken for the first time at a non-district or charter summer school program may only receive elective credit toward graduation with a grade of "P." For the world language graduation requirement, a non-district or charter school course when taken in summer school may be used to progress to the next level in a district school when evidence of successful completion is presented to the school counselor. In meeting the mathematics graduation requirement, students may take a non-district or charter school mathematics course in summer school to advance to the next level in a district high school when evidence of successful completion is presented to the school counselor. Six credits of mathematics, beginning with Algebra 1-2 or Integrated Math I A-B must be taken at a district secondary school (beginning in Grade 7). *Note: Advancing to a higher level by taking non-district or charter school courses may result in a gap in learning or diminished preparation. See Attachment 1 for examples.*
- (3) Graduation credit may be granted for coursework taken at district-approved Independent World Language Schools (IWLS) outside of the regular school day (e.g., Saturday classes) or school year (e.g., summer school) by students enrolled in district high schools in Grades 9-12. A list of district-approved IWLS is contained

in the Pilot and Site-Adopted Courses Supplement to the District Course of Study, K-12.

- (a) High school grades and credit earned for coursework taken in district-approved IWLS schools are accepted at face value and should be recorded in the same manner as grades earned in district coursework, using the appropriate IWLS course title and number listed in the district Course of Study, K-12. It must be noted that the course was taken outside the district.
- (b) Grades earned in coursework taken at district-approved IWLS schools may not be used for grade suppression purposes.

## **2. Campus recruiting activities:**

The Board of Education approved a campus recruiting policy on November 30, 2010. The purpose of the policy is to ensure that district students have balanced access to information about the range of education and career options available to them so they can make informed decisions. The policy establishes guidelines to preserve the custodial rights of parents and guardians to protect student confidentiality. The policy also directs that recruiters offering student information on careers and educational opportunities have equal access to students as compared to that of military recruiters; and restricts all recruiting organizations to no more than two site visits per year. **This policy applies to recruitment efforts by charter schools, regardless of authorizing agency.**

Administrative Procedure 4945, Section D, specifies the campus recruiting policy implementation protocols. Secondary principals, vice principals, head counselors and school counselors are responsible to ensure that sites and recruiters adhere to the implementation protocols, specifically:

Sites:

- Recruiters offering career and education information are to be given equal access.
- School sites determine when and where recruiters may visit.
- Each site may offer only two visits per year to each recruiting organization (centralized career/college fairs or visits to administrative offices to meet with school personnel are NOT counted).
- Schools must follow established district procedures for releasing student contact information, as per Administrative Procedures 6525 and 6527.
- Students may be given the recruiter's contact information so the recruiter can be contacted directly by interested students/parents/guardians after school hours.
- Schools may only offer aptitude tests (e.g., ASVAB) if confidential information obtained will NOT be used for recruitment purposes. Schools offering the ASVAB must select Release Option 8, which prohibits the automatic release of student information to local recruiters, but permits head counselors, school counselors and students to make use of the aptitude data and allows students to use their ASVAB scores if they elect to explore military enlistment.
- Recruiters must be given a copy of the Administrative Procedure 4945 upon checking in at the school.
- Sites must keep a record of the number and dates of visits each recruiter makes to a school each year (e.g., via the visitor log).

- District staff are NOT to participate in the recruitment efforts of any non-district organization and may NOT accept gifts of any kind from non-district organizations, including food or refreshments.

Recruiters:

- Must schedule a visit in advance through the school principal or designee.
- Must sign in and out at the main school office.
- Must remain in the designated recruitment area as assigned by the school principal or designee. No access to students is allowed in any other area.
- May NOT solicit personal information from students, nor offer students or staff awards or gifts of any kind, including food or refreshments, in exchange for personal information.
- May NOT disrupt the normal conduct of school activities.
- May NOT solicit, pursue or approach students (students must access recruiters of their own free will).
- Must clearly identify their recruiting organization on all displays, materials, etc.
- May NOT display weapons or weapons simulators.

Agencies or programs whose primary purpose is to provide general information or guidance on applying for colleges, jobs, scholarships and grants are subject to the requirements specified above, as are agencies participating in such activities as health, college, or career fairs. Entities offering scholarships and community-based organizations offering services to students may NOT request district staff to assist in recruiting applicants unless they have a fully executed agreement on file with the district which permits this collaboration. Recruiters for charter and private school courses, including summer school courses, must follow these procedures.

Violations of the protocols described above and specified in Administrative Procedure 4945 may result in the recruiter or recruiting organization's exclusion from the school for 12 months.

Questions regarding courses taken out of district and campus recruiting efforts should be directed to the High School Resources Office at 619-725-7772.

Cheryl Hibbeln  
High School Resources Officer

APPROVED:



Jim Solo  
Executive Director  
Leadership and Learning Division

CH:ms

Attachment

Distribution: Lists B, E, and F

Examples of Non-District and Charter School *Elective* Summer School Coursework Used to Advance Students

**World Language:** A **minimum** fourth semester world language grade of D or better must be completed in a district secondary school to meet the world language requirement of 2 years (4 credits) of a UC-approved world language. These requirements must be fulfilled in the same world language.

## World Language Student Examples

District Secondary School	Non-District or Charter School Summer Program	Result
1. Student has taken Spanish 1-2 and wants to advance to Spanish 5-6 the next year.	1. Student takes Spanish 3-4 and brings proof of successful completion to high school counselor. A “P” would be awarded for elective credit.	1. Student completes Spanish 5-6, meeting the 4 semester world language requirement. Advancing to higher levels (i.e. Spanish Language 1-2 AP) recommended for college admissibility.
2. Student has not taken a world language, due to the need for intervention courses.	2. Student takes Spanish 1-2 and brings proof of successful completion to high school counselor. A “P” would be awarded for elective credit.	2. Student takes Spanish 3-4 in the district, thus meeting the 4-semester requirement of sequential world language. The fourth semester is completed in a district secondary school, which validates the entire requirement.
3. Student did not have room in his/her schedule to take Spanish 3-4, having taken Spanish 1-2 in a previous year.	3. Student takes Spanish 3-4 and brings proof of successful completion to high school counselor. A “P” would be awarded for elective credit.	3. Student completes Spanish 5-6, meeting the 4-semester world language requirement. Advancing to higher levels (i.e. Spanish Language 1-2 AP) recommended for college admissibility.

Note: Advancing to a higher level by using these non-district or charter school courses may result in a gap in learning or diminished preparation.

**Mathematics:** Students must take 3 years (6 credits) of math **minimally** at a district Secondary School including Integrated Math I A-B\* or Algebra 1-2; Integrated Math II A-B\* or Geometry 1-2; Integrated Math III A-B\* or Intermediate Algebra 1-2

\*or ADV version of the above

## Mathematics Student Examples

District Secondary School	Non-District or Charter School Summer Program	Result
1. 9 <sup>th</sup> or 10 <sup>th</sup> grade student excels in Integrated Math I A-B and would like to advance to Integrated Math III A-B in the 10 <sup>th</sup> or 11 <sup>th</sup> grade year.	1. Student takes Integrated Math II A-B and brings proof of successful completion to high school counselor. A “P” would be awarded for elective credit.	1. Student takes Integrated Math III A-B in the next year. To meet the 6 credit mathematics requirement this student will need to take one more sequential mathematics courses beyond Integrated Math III A-B. Offerings vary by campus, but may include Pre-Calculus, Statistics, or Functional Analysis.
2. Student has taken Integrated Math I A-B and wants to advance to Integrated Math II A-B Advanced in the next year.	2. Student takes Integrated Math II A-B or Geometry 1-2 and brings proof of successful completion to high school counselor. A “P” would be awarded for elective credit.	2. Student is well-prepared for success in Integrated Math II A-B Advanced in the next year.
3. Student earned a C in Integrated Math I A-B and has not fully mastered the standards. This student does not qualify for district summer school, but wants to increase mastery.	3. Student takes Integrated Math I A-B. No credit would be awarded for this course, since it is an exact repeat of the previous course which was passed with a C. In this case, the student has developed his/her skill level through enrichment.	3. Student takes Integrated Math II A-B in the next year. This student might be considered for an advanced course in the next year.

Note: Advancing to a higher level by using these non-district or charter school courses may result in a gap in learning or diminished preparation. When an exact course is repeated through a non-district or charter school summer program, there is no grade suppression of the previous D or F.