

**OFFICE OF LARRY E. REIDER
KERN COUNTY SUPERINTENDENT OF SCHOOLS**

DATE: June 3, 2005

TO: Alternative Education Teachers and Administrative Teams

FROM: Jeanne Hughes

SUBJECT: Update on Policies

There have been questions and misapplication of several policies lately that tells me it is time for a policy update. I apologize for the timing on this memo, as you are all so busy this week, but it is critical that you are clear on these policies prior to the end of the semester to avoid errors. Hopefully, this is only a review for most of you.

Awarding Algebra Credit

For most classroom credits, seat time is the basis of the credit. However, with algebra, there are very specific standards and skills earned in each semester per our Course of Study. Please award 5.0 credits max upon completion of Algebra 4201 or Algebra 4202 for a total of 10 algebra credits (the graduation requirement). For many of our students, it may take longer than one semester to earn the 5.0 credits, i.e. complete the assignments listed in 4201 or 4202. When this happens, the teacher can then award 5.0 credits in algebra 1A and the balance in general math. For example, in AGS Algebra, a student needs to successfully complete chapters 1-6 and pass teacher assessments to earn 5.0 credits in Algebra 1A. In the Pacemaker series, the student should complete chapters 1-8 and teacher assessments before they would earn 5.0 credits. See your Course of Study for more detail. If a student takes the whole semester (or 75 + days) to complete Chapters 1-3 in AGS and Chapters 1-4 in Pacemaker, they should earn 2.5 credits in Algebra 1A and 2.5 credits in basic math.

If we posted the whole 5.0 credits for Algebra 1A based on seat time to a student who only made it through the first half of Algebra 1A, and the student transfers to another school, the receiving school will place the student in second semester algebra. This would set our students up for failure.

Letter Grades

Letter grades should only be awarded when the following conditions exist:

- Parent and teacher agree that working for letter grades is in the students best interest and that it is an option not a requirement.
- Student is working on courses that are at or above grade level (not ability level).
- Work completed for the course has been graded by the teacher without the opportunity of fixes and is equivalent to the following overall standard increments for grades:
 - A: 90-100%
 - B: 80-89%

- C: 70-79%
- D: continues to NOT be an option as the Course of Study requires work to be completed to a minimum of 70%.

Student Eligibility for Graduation Ceremony

Students who are eligible to participate in the high school graduation ceremony must meet one of the following criteria:

- Will have 220 credits with all subject area minimums met by graduation day and have passed the CAHSEE (if it remains a State requirement for 05-06 diplomas)
 - Please note that the CAHSEE is not currently a requirement for 04-05 diplomas (those earned prior to August 22, 2005)
- Will be within 10 credits of having 220 credits with all subject area minimums met by graduation day and teacher solicits approval from Principal in writing, PRIOR to recommending this student's name be placed on the graduation list.

Maximum Credits Earned per Semester

It has been the policy for many years that students will earn on average 25-35 credits per semester as a goal, and that there is a 40-credit maximum per semester. Teachers will need to gain administrative approval prior to assigning more than 40 credits per semester. (Please do not confuse the 40 credits per semester with the Master Agreement period which is longer than a semester). Principals should only approve more than 40 credits per semester in unusual circumstances, which may include but not be limited to, the following criteria:

- Student is working on courses at or above ability level
- Work is confirmed to be the student's work
- Teachers is assessing the learning regularly
- Unusual circumstances such as student leaving for the military or getting married and leaving the State, etc. may play a factor
- Request is in writing from the teacher with the above issues authenticated

Please contact me if you have any questions regarding this policy review memo. We are going to have a great summer!