

**COURSES OF STUDY**

The Board of Trustees recognizes that a well-aligned sequence of courses fosters academic growth and provides for the best possible use of instructional time. The district's course of study shall provide students with opportunities to attain the skills, knowledge, and abilities they need to be successful academically, professionally, and personally.

(cf. [6011](#) - *Academic Standards*)

(cf. [6141](#) - *Curriculum Development and Evaluation*)

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

The Superintendent or designee shall establish processes for ensuring the articulation of courses across grade levels within the district. As necessary, the Superintendent or designee shall work with representatives of appropriate area districts and postsecondary institutions to ensure articulation of courses with other institutions to which district students may matriculate. The sequence of courses shall be designed to ensure that each course provides adequate preparation for the next course in the sequence, only utilizes prerequisites that are essential to success in a given program or course, avoids significant duplication of content, and allows for reinforcement and progression in the subject matter.

The district shall not provide any course separately on the basis of sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability or require or refuse participation by any of its students on any such basis. (5 CCR [4940](#))

(cf. [0415](#) - *Equity*)

(cf. [5145.3](#) - *Nondiscrimination/Harassment*)

**Elementary Grades**

The Board shall adopt a course of study for elementary grades that sufficiently prepares students for the secondary course of study.

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

**Secondary Grades**

The district 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 colleges and universities 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. [6178](#) - *Career Technical Education*)

**COURSES OF STUDY** (continued)

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, in each course necessary to fulfill the requirements and prerequisites for admission to California public colleges and universities prior to graduation. (Education Code [51224](#), [51228](#))

The Superintendent or designee shall develop a process by which courses that meet California college admission criteria (referred to as "a-g" course requirements) are submitted to the University of California for review and certification. The Superintendent or designee shall maintain an accurate list of all current high school courses that have been so certified, shall ensure that the list is provided annually to all students in grades 9-12 and their parents/guardians, and shall make updated lists readily available. (Education Code [51229](#), [66204](#))

*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[60040-60052](#) Requirements for instructional materials[66204](#) Certification of high school courses as meeting university admission criteriaHEALTH AND SAFETY CODE[11032](#) Definitions of dangerous drugsCODE OF REGULATIONS, TITLE 5[4940](#) Nondiscrimination; course access[10020-10043](#) Automobile driver education and training[10060](#) Physical education programUNITED STATES CODE, TITLE 20[6111-6251](#) School-to-Work Opportunities Act of 1994*Management Resources: See next page*

**COURSES OF STUDY** (continued)

*Management Resources:*

WEB SITES

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

American Health Association: <http://www.heart.org>

American Red Cross, Hands-Only CPR: <http://www.redcross.org/take-a-class>

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://hs-articulation.ucop.edu/guide/update-your-a-g-list/submitting-courses>

University of California, List of Approved a-g Courses: <http://hs-articulation.ucop.edu/agcourselist>

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**COURSES OF STUDY**

**Grades 1-6**

Courses of study for grades 1-6 shall include the following:

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

1. English: knowledge and appreciation of language and literature, and the skills of speaking, reading, listening, spelling, handwriting, and composition (Education Code [51210](#))

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

2. Mathematics: concepts, operational skills, and problem solving (Education Code [51210](#))

(cf. [6142.92](#) - *Mathematics Instruction*)

3. Social sciences: age-appropriate instruction drawing upon the disciplines of anthropology, economics, geography, history, political science, psychology, and sociology, including instruction in: (Education Code [51210](#))
  - a. The history, resources, development, and government of California and the United States

Instruction shall include the early history of California and a study of the role and contributions of 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](#), [60040](#))

(cf. [6141.2](#) - *Recognition of Religious Beliefs and Customs*)

(cf. [6142.3](#) - *Civic Education*)

(cf. [6142.94](#) - *History-Social Science Instruction*)

- b. The development of the American economic system, including the role of the entrepreneur and labor
- c. The relations of persons to their human and natural environments
- d. Eastern and western cultures and civilizations
- e. Contemporary issues

**COURSES OF STUDY** (continued)

- f. The wise use of natural resources

(cf. [6142.5](#) - *Environmental Education*)

- 4. Science: biological and physical aspects, with emphasis on experimental inquiry and the place of humans in ecological systems (Education Code [51210](#))

(cf. [6142.93](#) - *Science Instruction*)

- 5. Visual and performing arts: instruction in dance, music, theatre, and visual arts aimed at developing aesthetic appreciation and creative expression (Education Code [51210](#))

(cf. [6142.6](#) - *Visual and Performing Arts Education*)

- 6. Health: principles and practices of individual, family, and community health, including instruction at the appropriate grade levels and subject areas in: (Education Code [51202](#), [51210](#))

- a. Personal and public safety and accident prevention, including instruction in emergency first aid, hemorrhage control, treatment for poisoning, resuscitation techniques, and cardiopulmonary resuscitation when appropriate equipment is available

(cf. [6142.8](#) - *Comprehensive Health Education*)

- b. Fire prevention

- c. The protection and conservation of resources, including the necessity for the protection of the environment

- d. Venereal disease

(cf. [6142.1](#) - *Sexual Health and HIV/AIDS Prevention Instruction*)

- e. The effects of alcohol, narcotics, drugs, and tobacco upon the human body

(cf. [5131.6](#) - *Alcohol and Other Drugs*)

- f. Violence as a public health issue

- 7. Physical education, with emphasis on physical activities conducive to health and vigor of body and mind (Education Code [51210](#))

(cf. [6142.7](#) - *Physical Education and Activity*)

- 8. Violence awareness and prevention

**COURSES OF STUDY** (continued)

## 9. Career awareness exploration

(cf. [6178](#) - *Career Technical Education*)

**Grades 7-12**

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*)

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:

- (1) 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](#))
- (2) World War II, including the role of Americans and Filipino Americans who served in the United States Army during that time
- (3) The Vietnam War, including the "Secret War" in Laos and role of Southeast Asians in that war
- (4) The Bracero program, in which there was a 1942 agreement between the United States and Mexico authorizing the temporary migration of laborers to the United States

## 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

**COURSES OF STUDY** (continued)

- 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
- f. Human rights issues, with particular attention to the study of the inhumanity of genocide (which may include, but is not limited to, the Armenian, Cambodian, Darfur, and Rwandan genocides), 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. World language(s): understanding, speaking, reading, and writing, beginning not later than grade 7 (Education Code [51220](#))

(cf. [6142.2](#) - *World Language Instruction*)

- 4. 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*)

- 5. 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*)

- 6. Mathematics: mathematical understandings, operational skills, and problem-solving procedures; algebra (Education Code [51220](#), [51224.5](#))

(cf. [6142.92](#) - *Mathematics Instruction*)

- 7. Visual and performing arts: dance, music, theatre, and visual arts, with emphasis upon development of aesthetic appreciation and creative expression (Education Code [51220](#))

**COURSES OF STUDY** (continued)

(cf. [6142.6](#) - *Visual and Performing Arts Education*)

8. Applied arts: consumer education, family and consumer sciences education, industrial arts, general business education, or general agriculture (Education Code [51220](#))
9. 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*)

10. Comprehensive sexual health and HIV prevention (Education Code [51225.36](#), [51934](#))

(cf. [6142.1](#) - *Sexual Health and HIV/AIDS Prevention Instruction*)

11. 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 (CPR) when appropriate equipment is available

Instruction shall be provided in compression-only CPR based on national guidelines and shall include hands-on practice. (Education Code [51225.6](#))

- b. Fire prevention
- 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

(cf. [5131.6](#) - *Alcohol and Other Drugs*)

(cf. [6142.8](#) - *Comprehensive Health Education*)

- f. Prenatal care
- g. Violence as a public health issue
12. Violence awareness and prevention
13. Ethnic studies



**COURSES OF STUDY** (continued)

In addition, the course of study for grade 7 and/or 8 may include parenting skills and education, including, but not limited to, child growth and development, parental responsibilities, household budgeting, child abuse and neglect issues, personal hygiene, maintenance of healthy relationships, teen parenting issues, and self-esteem. (Education Code [51220.5](#))

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

High schools shall offer automobile driver education that includes instruction in: (Education Code [51220](#), [51220.1](#), [51220.4](#))

1. Vehicle Code provisions and other relevant state laws
2. Proper acceptance of personal responsibility in traffic
3. Appreciation of the causes, seriousness, and consequences of traffic accidents
4. Knowledge and attitudes necessary for the safe operation of motor vehicles
5. The safe operation of motorcycles
6. The dangers involved in consuming alcohol or drugs in connection with the operation of a motor vehicle
7. The rights and duties of a motorist as they pertain to pedestrians and the rights and duties of pedestrians as they pertain to traffic laws and traffic safety

**Certification of College Preparatory Courses**

The Superintendent or designee shall identify district courses that may qualify for designation as "a-g" college preparatory courses, including courses in history-social science, English, mathematics, laboratory science, languages other than English, visual and performing arts, career technical education, and college preparatory electives. The Superintendent or designee shall submit any necessary information regarding each identified course to the University of California (UC) for "a-g" designation.

**Notification and Information to Students in Grades 9-12**

At the beginning of each school year, the Superintendent or designee shall provide written notice to parents/guardians of students in grades 9-12 that, to the extent possible, shall not exceed one page in length and that includes all of the following: (Education Code [51229](#))

1. A brief explanation of the course requirements for admission to UC and the California State University (CSU)

**COURSES OF STUDY** (continued)

2. A list of the current UC and CSU web sites that help students and their families learn about college admission requirements and that list high school courses that have been certified by UC as satisfying the requirements for admission to UC and CSU
3. A brief description of what career technical education is, as defined by the California Department of Education (CDE)
4. The Internet address for the portion of the CDE web site where students can learn more about career technical education
5. Information about how students may meet with school counselors to help them choose courses that will meet college admission requirements and/or enroll in career technical education courses

The Superintendent or designee shall provide information to students and parents/guardians regarding the completion and submission of the Free Application for Federal Student Aid (FAFSA) and/or the Dream Act application at least once before grade 12. (Education Code 51225.8)

(cf. [5145.6](#) - *Parental Notifications*)

(cf. [6164.2](#) - *Guidance/Counseling Services*)

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**CONTROVERSIAL ISSUES**

The Board of Trustees recognizes that the district's educational program may sometimes include instruction related to controversial issues that may arouse strong reactions based on personal values and beliefs, political philosophy, culture, religion, or other influences. Instruction concerning such topics shall be relevant to the adopted course of study and curricular goals and should be designed to develop students' critical thinking skills, ability to discriminate between fact and opinion, respect for others, and understanding and tolerance of diverse points of view.

*(cf. 6141.2 - Recognition of Religious Beliefs and Customs)*  
*(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)*  
*(cf. 6142.3 - Civic Education)*  
*(cf. 6142.8 - Comprehensive Health Education)*  
*(cf. 6142.94 - History-Social Science Instruction)*  
*(cf. 6143 - Courses of Study)*

The Board expects administrators and teachers to exercise professional judgment when deciding whether or not a particular issue is suitable for study or discussion. They shall consult with the Superintendent or designee as necessary to determine the appropriateness of the subject matter, guest speakers, and/or related instructional materials or resources.

*(cf. 6141 - Curriculum Development and Evaluation)*  
*(cf. 6161.1 - Selection and Evaluation of Instructional Materials)*  
*(cf. 6161.11 - Supplementary Instructional Materials)*

When providing instruction related to a controversial issue, the following guidelines shall apply:

1. The topic shall be suitable to the age and maturity of the students.
2. Instruction shall be presented in a balanced manner, addressing all sides of the issue without bias or prejudice and without promoting any particular point of view.
3. In the classroom, teachers act on behalf of the district and are expected to follow the adopted curriculum. In leading or guiding class discussions about issues that may be controversial, a teacher may not advocate his/her personal opinion or viewpoint. When necessary, the Superintendent or designee may instruct teachers to refrain from sharing personal views in the classroom on controversial topics.
4. Students shall be assured of their right to form and express an opinion without jeopardizing their grades or being subject to discrimination, retaliation, or discipline, provided the viewpoint does not constitute harassment, threats, intimidation, or bullying or is otherwise unlawful.

**CONTROVERSIAL ISSUES** (continued)

*(cf. 5022 - Student and Family Privacy Rights)*  
*(cf. 5121 - Grades/Evaluation of Student Achievement)*  
*(cf. 5145.2 - Freedom of Speech/Expression)*  
*(cf. 6145.5 - Student Organizations and Equal Access)*

5. Students shall be informed of conduct expected during such instruction and the importance of being courteous and respectful of the opinions of others.

*(cf. 5131 - Conduct)*  
*(cf. 5131.2 - Bullying)*  
*(cf. 5137 - Positive School Climate)*

6. Adequate factual information shall be provided to help students objectively analyze and evaluate the issue and draw their own conclusions.

7. The instruction shall not reflect adversely upon persons because of their race, ethnicity, national origin, sex, sexual orientation, gender identity or expression, disability, religion, or any other basis prohibited by law.

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*  
*(cf. 5145.3 - Nondiscrimination/Harassment)*  
*(cf. 5145.9 - Hate-Motivated Behavior)*

8. The subject matter of the instruction shall not otherwise be prohibited by state or federal law.

When a guest speaker is invited to make a presentation related to a controversial issue, the Superintendent or designee shall notify him/her of this policy and the expectations and goals regarding the instruction. If the guest speaker is presenting only one point of view on an issue, the teacher shall be responsible for ensuring that students also receive information on opposing viewpoints.

*(cf. 6145.8 - Assemblies and Special Events)*

When required by law, such as in regards to comprehensive sexual health and HIV prevention education, parents/guardians shall be notified prior to instruction that they may request in writing that their child be excused from the instruction. Students whose parents/guardians decline such instruction may be offered an alternative activity of similar educational value.

A student or parent/guardian with concerns regarding instruction about controversial issues may communicate directly with the teacher or principal and/or use appropriate district complaint procedures.

*(cf. 1312.1 - Complaints Concerning District Employees)*  
*(cf. 1312.2 - Complaints Concerning Instructional Materials)*

**CONTROVERSIAL ISSUES (continued)**

*Legal Reference:*

EDUCATION CODE

220 *Prohibition of discrimination*

48950 *Freedom of speech*

51240 *Excuse from health instruction due to religious beliefs*

51500 *Prohibited instruction or activity*

51510 *Prohibited study or supplemental materials*

51511 *Religious matters properly included in courses of study*

51513 *Materials containing questions about beliefs or practices*

51530 *Prohibition and definition regarding advocating or teaching communism with intent to indoctrinate*

51930-51939 *California Healthy Youth Act; comprehensive sexual health and HIV prevention education*

60040 *Portrayal of cultural and racial diversity*

60044 *Prohibited instructional materials*

60045 *Criteria for instructional materials*

COURT DECISIONS

*Johnson v. Poway Unified School District, (2011) 658 F.3d 954 (9th Cir.)*

*Mayer v. Monroe County Community School Corporation, (2007) 474 F.3d 477 (7th Cir.)*

*Garcetti v. Ceballos, (2006) 547 U.S. 410*

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Regulation

Adopted: January 4, 2012

Revised: December 4, 2013

Revised: April 5, 2017

**BIGGS UNIFIED SCHOOL DISTRICT**

Biggs, California

**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 Superintendent or designee shall have the authority to judge whether the above conditions are being met.

**EXTRACURRICULAR AND COCURRICULAR ACTIVITIES**

The Board of Trustees recognizes that extracurricular and cocurricular activities enrich the educational and social development of students and enhance students' feelings of connectedness with the schools. The district shall encourage and support student participation in extracurricular and cocurricular activities without compromising the integrity and purpose of the educational program.

*(cf. 1330 - Use of School Facilities)*  
*(cf. 5137 - Positive School Climate)*  
*(cf. 6145.2 - Athletic Competition)*  
*(cf. 5148.2 - Before/After School Programs)*

Prerequisites for student participation in extracurricular and cocurricular activities shall be limited to those that have been demonstrated to be essential to the success of the activity. No extracurricular or cocurricular program or activity shall be provided or conducted separately on the basis of any actual or perceived characteristic listed as a prohibited category of discrimination in state or federal law, nor shall any student's participation in an extracurricular or cocurricular activity be required or refused on those bases. (5 CCR 4925)

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*  
*(cf. 5145.3 - Nondiscrimination/Harassment)*  
*(cf. 5145.7 - Sexual Harassment)*  
*(cf. 6145.5 - Student Organizations and Equal Access)*

Any complaint alleging unlawful discrimination in the district's extracurricular or cocurricular programs or activities shall be filed in accordance with BP/AR 1312.3 - Uniform Complaint Procedures.

*(cf. 1312.3 - Uniform Complaint Procedures)*

Unless specifically authorized by law, no student shall be charged a fee for his/her participation in educational activities, including extracurricular and cocurricular activities and materials or equipment related to such activities. (Education Code 49010, 49011)

*(cf. 3260 - Fees and Charges)*  
*(cf. 3452 - Student Activity Funds)*

**Eligibility Requirements**

To be eligible to participate in extracurricular and cocurricular activities, students in grades 7-12 must demonstrate satisfactory educational progress in the previous grading period, including, but not limited to: (Education Code 35160.5)

1. Maintenance of a minimum of 2.0 grade point average on a 4.0 scale in all enrolled classes

**EXTRACURRICULAR AND COCURRICULAR ACTIVITIES** (continued)

2. Maintenance of minimum progress toward meeting high school graduation requirements

*(cf. 5121 - Grades/Evaluation of Student Achievement)*  
*(cf. 6146.1 - High School Graduation Requirements)*

**Amendment for the 2020 – 2021 School Year:**

Any student who is below a 2.0 at the end of the Fall semester 2020-2021 school year will be granted a probationary period until the designation date of **April 1, 2021(3<sup>rd</sup> Quarter)**. At that time, any student who is still below 2.0 will be deemed ineligible.

All other board policies will remain in place, including the probationary period granted at the 4th grading period, prohibiting back-to-back probationary status (CIF rule), and participation rules regarding contests and practices. This addendum is for the 2020-2021 school year only.

The Superintendent or designee may grant ineligible students a probationary period not to exceed one quarter. Students granted probationary eligibility must meet the required standards by the end of the probationary period in order to remain eligible for participation. (Education Code 35160.5)

Any decision regarding the eligibility of a homeless student, foster youth, or child of an active duty military family for extracurricular or cocurricular activities shall be made by the Superintendent or designee in accordance with Education Code 48850 and 49701.

*(cf. 6173 - Education for Homeless Children)*  
*(cf. 6173.1 - Education for Foster Youth)*  
*(cf. 6173.2 - Education of Children of Military Families)*

The Superintendent or designee may revoke a student's eligibility for participation in extracurricular and cocurricular activities when the student's poor citizenship is serious enough to warrant loss of this privilege.

**Student Conduct at Extracurricular/Cocurricular Events**

When attending or participating in extracurricular and cocurricular activities on or off campus, district students are subject to district policies and regulations relating to student conduct. Students who violate district policies and regulations may be subject to discipline including, but not limited to, suspension, expulsion, transfer to alternative programs, or denial of participation in extracurricular or cocurricular activities in accordance with Board policy and administrative regulation. When appropriate, the Superintendent or designee shall notify local law enforcement.

*(cf. 5131 - Conduct)*  
*(cf. 5131.1 - Bus Conduct)*  
*(cf. 5144 - Discipline)*  
*(cf. 5144.1 - Suspension and Expulsion/Due Process)*  
*(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))*



**EXTRACURRICULAR AND COCURRICULAR ACTIVITIES** (continued)**Annual Policy Review**

The Board shall annually review this policy and implementing regulations. (Education Code 35160.5)

*Legal Reference:*EDUCATION CODE35145 *Public meetings*35160.5 *District policy rules and regulations; requirements; matters subject to regulation*35179 *Interscholastic athletics; associations or consortia*35181 *Students' responsibilities*48850 *Participation of homeless students and foster youth in extracurricular activities and interscholastic sports*48930-48938 *Student organizations*49010-49013 *Student fees*49024 *Activity Supervisor Clearance Certificate*49700-49704 *Education of children of military families*CALIFORNIA CONSTITUTIONArticle 9, Section 5 *Common school system*CODE OF REGULATIONS, TITLE 5350 *Fees not permitted*4900-4965 *Nondiscrimination in elementary and secondary education programs receiving state financial assistance*5531 *Supervision of extracurricular activities of pupils*UNITED STATES CODE, TITLE 422000h-2-2000h-6 *Title IX, 1972 Education Act Amendments*COURT DECISIONS*Hartzell v. Connell, (1984) 35 Cal. 3d 899**Management Resources:*CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS*Pupil Fees, Deposits, and Other Charges, Fiscal Management Advisory 12-02, April 24, 2013*CALIFORNIA TASK FORCE REPORT TO THE LEGISLATURE*Compact on Educational Opportunity for Military Children: Preliminary Final Report, March 2009*COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS*Information on Assembly Bill 346 Concerning the Activity Supervisor Clearance Certificate (ASCC), Coded Correspondence 10-11, July 20, 2010*WEB SITESCSBA: <http://www.csba.org>California Association of Directors of Activities: <http://www.cada1.org>California Department of Education: <http://www.cde.ca.gov>California Interscholastic Federation: <http://www.cifstate.org>Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

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Policy  
 adopted: January 4, 2012  
 revised: October 3, 2012, June 27, 2017  
 revised: March 3, 2021

**BIGGS UNIFIED SCHOOL DISTRICT**  
 Biggs, California

**EXTRACURRICULAR AND COCURRICULAR ACTIVITIES**

**Definitions**

*Extracurricular activities* are those programs that have all of the following characteristics: (Education Code 35160.5)

1. The program is supervised or financed by the school district.
2. Students participating in the program represent the school district.
3. Students exercise some degree of freedom in the selection, planning or control of the program.
4. The program includes both preparation for performance and performance before an audience or spectators.

Extracurricular activities are not part of the regular school curriculum, are not graded, do not offer credit and do not take place during classroom time. (Education Code 35160.5)

*Cocurricular activities* are programs that may be associated with the curriculum in a regular classroom. (Education Code 35160.5)

An activity is not an extracurricular or cocurricular activity if either of the following conditions applies: (Education Code 35160.5)

1. It is a teacher-graded or required program or activity for a course which satisfies the entrance requirements for admission to the California State University or the University of California.
2. It is a program that has as its primary goal the improvement of academic or educational achievement of students.

**Eligibility Requirements**

To be eligible to participate in extracurricular and cocurricular activities, students in grades 7 through 12 must demonstrate satisfactory educational progress in the previous grading period including but not limited to: (Education Code 35160.5)

1. Maintenance of 2.0 grade-point average on a 4.0 scale.
2. Maintenance of minimum progress toward meeting high school graduation requirements

*(cf. 5121 - Grades/Evaluation of Student Achievement)*  
*(cf. 6146.1 - High School Graduation Requirements)*  
*(cf. 6162.52 - High School Exit Examination)*

**EXTRACURRICULAR AND COCURRICULAR ACTIVITIES** (continued)

The Superintendent or designee may grant ineligible students a probationary period of not more than one quarter. Students granted probationary eligibility must meet the required standards by the end of the probationary period in order to remain eligible for participation. Probationary period may be granted once during a student's 9-12 years of school.

When a student becomes ineligible to participate in the upcoming school year, or when he/she is subject to probation, the principal or designee shall provide written notice to the student and his/her parents/guardians. The principal shall also consult with the student's teacher(s) in deciding on a program of remediation to improve the student's academic progress.

*(cf. 6164.5 - Student Success Teams)*  
*(cf. 6176 - Weekend/Saturday Classes)*  
*(cf. 6177 - Summer School)*  
*(cf. 6179 - Supplemental Instruction)*

**Supervision**

All extracurricular activities conducted under the name or auspices of a district school or any class or organization of the school, regardless of where the activities are held, shall be under the direct supervision of certificated employees. (5 CCR 5531)

Any noncertificated person working with students in a district-sponsored extracurricular student activity program shall possess an Activity Supervisor Clearance Certificate from the Commission on Teacher Credentialing or shall have cleared a Department of Justice and Federal Bureau of Investigation criminal background check prior to beginning his/her duties, in accordance with BP 4127/4227/4327 - Temporary Athletic Team Coaches. (Education Code 49024)

*(cf. 1240 - Volunteer Assistance)*  
*(cf. 4127/4227/4327 - Temporary Athletic Team Coaches)*  
*(cf. 4212.5 - Criminal Record Check)*

**ATHLETIC COMPETITION**

The Board of Trustees recognizes that the district's athletic program constitutes an integral component of the educational program and helps to build a positive school climate. The athletic program also promotes the physical, social, and emotional well-being and character development of participating students. The district's athletic program shall be designed to meet students' interests and abilities and shall be varied in scope to attract wide participation.

*(cf. 3541.1 - Transportation for School-Related Trips)*

*(cf. 5030 - Student Wellness)*

*(cf. 5137 - Positive School Climate)*

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

*(cf. 7110 - Facilities Master Plan)*

All athletic teams shall be supervised by qualified coaches to ensure that student athletes receive appropriate instruction and guidance related to safety, health, sports skills, and sportsmanship. Athletic events shall be officiated by qualified personnel.

*(cf. 4127/4227/4327 - Temporary Athletic Team Coaches)*

The Board encourages business and community support for district athletic programs, subject to applicable district policies and regulations governing advertisements and donations.

*(cf. 1260 - Educational Foundation)*

*(cf. 1321 - Solicitation of Funds from and by Students)*

*(cf. 1325 - Advertising and Promotion)*

*(cf. 1700 - Relations Between Private Industry and the Schools)*

*(cf. 3290 - Gifts, Grants and Bequests)*

**Nondiscrimination and Equivalent Opportunities in the Athletic Program**

The district's athletic program shall be free from discrimination and discriminatory practices prohibited by state and federal law, including, but not limited to, the use of any racially derogatory or discriminatory school or athletic team name, mascot, or nickname. The Superintendent or designee shall ensure that equivalent athletic opportunities are provided for males and females, and that students are permitted to participate in athletic activities consistent with their gender identity.

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*

*(cf. 5145.3 - Nondiscrimination/Harassment)*

*(cf. 5145.7 - Sexual Harassment)*

Any complaint alleging discrimination in the district's athletic program shall be filed in accordance with the district's uniform complaint procedures.

*(cf. 1312.3 - Uniform Complaint Procedures)*

**ATHLETIC COMPETITION** (continued)**California Interscholastic Federation**

Any district school that participates in the California Interscholastic Federation (CIF) shall conduct its athletic activities in accordance with CIF bylaws and rules and any applicable district policy and regulation. The Superintendent or designee shall have responsibility for the district's interscholastic athletic program, while the principal or designee at each participating school shall be responsible for site-level decisions, as appropriate.

The Board shall annually designate a representative to the local CIF league from each school that participates in CIF sports. The Superintendent or designee shall recommend a candidate for the position who demonstrates an understanding of the district's goals for student learning and interscholastic activities, knowledge of the athletic programs, awareness of the implications of league decisions for the school and the district, and interpersonal communication and leadership skills.

The designated representative(s) shall vote on issues that impact interscholastic athletics at the league and section levels, perform any other duties required by the CIF league, and report regularly to the Board on league, section, and statewide issues related to athletic programs.

*(cf. 0500 - Accountability)*

**Student Eligibility**

Eligibility requirements for student participation in the district's interscholastic athletic program, including requirements pertaining to academic achievement, shall be the same as those set by the district for participation in extracurricular and cocurricular activities.

*(cf. 3530 - Risk Management/Insurance)*

*(cf. 5111.1 - District Residency)*

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

*(cf. 6145 - Extracurricular and Cocurricular Activities)*

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

*(cf. 6173 - Education for Homeless Children)*

*(cf. 6173.1 - Education for Foster Youth)*

*(cf. 6173.2 - Education of Children of Military Families)*

In addition, the Superintendent or designee shall ensure that students participating in interscholastic athletics governed by CIF satisfy CIF eligibility requirements.

Students shall not be charged a fee to participate in an athletic program, including, but not limited to, a fee to cover the cost of uniforms, locks, lockers, or athletic equipment.

*(cf. 3260 - Fees and Charges)*

*(cf. 5143 - Insurance)*

**ATHLETIC COMPETITION** (continued)**Sportsmanship**

The Board values the quality and integrity of the athletic program and the character development of student athletes. Student athletes, coaches, parents/guardians, spectators, and others are expected to demonstrate good sportsmanship, ethical conduct, and fair play during all athletic competitions. They shall also abide by the core principles of trustworthiness, respect, responsibility, fairness, caring, and good citizenship and the Code of Ethics adopted by CIF.

Students and staff shall be subject to disciplinary action for improper conduct.

*(cf. 3515.2 - Disruptions)*

*(cf. 4118 - Dismissal/Suspension/Disciplinary Action)*

*(cf. 4218 - Dismissal/Suspension/Disciplinary Action)*

*(cf. 5131 - Conduct)*

*(cf. 5131.1 - Bus Conduct)*

*(cf. 5131.4 - Student Disturbances)*

*(cf. 5144 - Discipline)*

*(cf. 5144.1 - Suspension and Expulsion/Due Process)*

*(cf. 5144.2 - Suspension and Expulsion/Due Process (Individuals with Disabilities))*

**Health and Safety**

The Board desires to give student health and safety the highest consideration in planning and conducting athletic activities.

Students shall have a medical clearance before participating in interscholastic athletic programs. Care shall be taken to ensure that all athletic trainings and competitions are conducted in a manner that will not overtax the physical capabilities of the participants. When appropriate, protective equipment shall be used to prevent or minimize injuries.

*(cf. 5131.61 - Drug Testing)*

*(cf. 5131.63 - Steroids)*

*(cf. 5141.3 - Health Examinations)*

*(cf. 5141.6 - School Health Services)*

*(cf. 5141.7 - Sun Safety)*

Coaches and appropriate district employees shall take every possible precaution to ensure that athletic equipment is kept in safe and serviceable condition. The Superintendent or designee shall ensure that all athletic equipment is cleaned and inspected for safety before the beginning of each school year.

*(cf. 5142 - Safety)*

The Superintendent or designee shall develop a written emergency action plan that describes the location of automated external defibrillator(s) and procedures to be followed in the event of sudden cardiac arrest or other medical emergency related to the athletic program's

**ATHLETIC COMPETITION** (continued)

activities or events. The plan shall be posted in accordance with guidelines of the National Federation of State High School Associations. (Education Code 35179.4)

In the event of a serious injury or a perceived imminent risk to a student's health during or immediately after an athletic activity, the coach or any other district employee who is present shall remove the student athlete from the activity, observe universal precautions in handling blood or other bodily fluid, and/or seek medical treatment for the student as appropriate.

*(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)*

*(cf. 4119.43/4219.43/4319.43 - Universal Precautions)*

*(cf. 5141 - Health Care and Emergencies)*

*(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)*

*(cf. 5141.22 - Infectious Diseases)*

Whenever a serious injury or illness is suffered by a student athlete, the Superintendent or designee shall notify the student's parent/guardian of the date, time, and extent of any injury or illness suffered by the student and any actions taken to treat the student.

*Legal Reference:*EDUCATION CODE

200-262.4 Prohibition of discrimination

17578 Cleaning and sterilizing of football equipment

17580-17581 Football equipment

32220-32224 Insurance for athletic teams, especially:

32221.5 Required insurance for athletic activities

33353-33353.5 California Interscholastic Federation; implementation of policies, insurance program

33354 California Department of Education authority over interscholastic athletics

33479-33479.9 The Eric Parades Sudden Cardiac Arrest Prevention Act

35160.5 District policies; rules and regulations

35179 Interscholastic athletics

35179.1 California High School Coaching Education and Training Program

35179.4 Emergency action plan

35179.5 Interscholastic athletics; limitation on full-contact practices

35179.6 Automated external defibrillator, athletic activities

48850 Interscholastic athletics; students in foster care and homeless students

48900 Grounds for suspension and expulsion

48930-48938 Student organizations

49010-49013 Student fees

49020-49023 Athletic programs; legislative intent, equal opportunity

49030-49034 Performance-enhancing substances

49458 Health examinations, interscholastic athletic program

49475 Health and safety, concussions and head injuries

49700-49701 Education of children of military families

51242 Exemption from physical education for high school students in interscholastic athletic program

HEALTH AND SAFETY CODE

1797.196 Automated external defibrillator

PENAL CODE

245.6 Hazing

CODE OF REGULATIONS, TITLE 5

4900-4965 Nondiscrimination in elementary and secondary education programs, especially:

4920-4922 Nondiscrimination in intramural, interscholastic, and club activities

**ATHLETIC COMPETITION** (continued)

5531 *Supervision of extracurricular activities of students*

5590-5596 *Employment of noncertificated coaches*

UNITED STATES CODE, TITLE 20

1681-1688 *Discrimination based on sex or blindness, Title IX*

CODE OF FEDERAL REGULATIONS, TITLE 34

106.31 *Nondiscrimination on the basis of sex in education programs or activities*

106.33 *Comparable facilities*

106.41 *Nondiscrimination in athletic programs*

COURT DECISIONS

*Mansourian v. Regents of University of California, (2010) 602 F. 3d 957*

*McCormick v. School District of Mamaroneck, (2004) 370 F.3d 275*

*Kahn v. East Side Union High School District, (2003) 31 Cal. 4th 990*

*Hartzell v. Connell, (1984) 35 Cal. 3d 899*

*Management Resources:*CSBA PUBLICATIONS

*Updated Legal Guidance: Protecting Transgender and Gender Nonconforming Students Against Discrimination, March 2017*

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

*Pupil Fees, Deposits, and Other Charges, Fiscal Management Advisory 12-02, April 24, 2013*

CALIFORNIA INTERSCHOLASTIC FEDERATION PUBLICATIONS

*Athletic Department Emergency Action Plan: Response Teams*

*California Interscholastic Federation Constitution and Bylaws*

*A Guide to Equity in Athletics*

*Guidelines for Gender Identity Participation*

*Keep Their Heart in the Game: A Sudden Cardiac Arrest Information Sheet for Athletes and Parents/Guardians*

*Event Emergency Guidelines, 2013*

*Pursuing Victory with Honor, 1999*

CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS

*Heads Up: Concussion in High School Sports, Tool Kit, June 2010*

*Heads Up: Concussion in Youth Sports, Tool Kit, July 2007*

*Acute Concussion Evaluation (ACE) Care Plan, 2006*

NATIONAL FEDERATION OF STATE HIGH SCHOOL ASSOCIATIONS PUBLICATIONS

*Emergency Action Planning Guide for After-School Practices and Events*

U.S. DEPARTMENT OF EDUCATION OFFICE FOR CIVIL RIGHTS PUBLICATIONS

*Withdrawal of Dear Colleague Letter on Transgender Students, Dear Colleague Letter, February 22, 2017*

*Intercollegiate Athletics Policy Clarification: The Three-Part Test - Part Three, Dear Colleague Letter, April 20, 2010*

WEB SITES

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

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

California Interscholastic Federation: <http://www.cifstate.org>

Centers for Disease Control and Prevention, Concussion Resources: <http://www.cdc.gov/concussion>

National Federation of State High School Associations: <http://www.nfhs.org>

National Operating Committee on Standards for Athletic Equipment: <http://www.nocsae.org>

U.S. Anti-Doping Agency: <http://www.usada.org>

U.S. Department of Education, Office for Civil Rights: <http://www2.ed.gov/ocr>

Policy

Adopted: January 4, 2012

Revised: 05/02/12 & 06/27/17

Revised: December 5, 2018

BIGGS UNIFIED SCHOOL DISTRICT

Biggs, California



**ATHLETIC COMPETITION**

**Nondiscrimination and Equivalent Opportunities in the Athletic Program**

No student shall be excluded from participation in, be denied the benefits of, be denied equivalent opportunity in, or otherwise be discriminated against in interscholastic, intramural, or club athletics on the basis of any actual or perceived characteristic specified in law and BP 0410 - Nondiscrimination in District Programs and Activities. (Education Code 220, 221.5, 230; 5 CCR 4920; 34 CFR 106.41)

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*  
*(cf. 5145.3 - Nondiscrimination/Harassment)*

The Superintendent or designee may provide single-sex teams when selection for the teams is based on competitive skills. (5 CCR 4921; 34 CFR 106.41)

Each student shall be allowed to participate in any single-sex athletic program or activity consistent with his/her gender identity and for which he/she is otherwise eligible to participate, irrespective of the gender listed on the student's records. (Education Code 221.5)

*(cf. 5125 - Student Records)*

When a school provides only one team in a particular sport for members of one sex, but provides no team in the same sport for members of the other sex, and athletic opportunities in the total program for that sex have been previously limited, members of the excluded sex shall be allowed to try out and compete with the team. The same standards for eligibility shall be applied to every student trying out for the team, regardless of sex, sexual orientation, gender, gender identity, gender expression, or other protected group status. (5 CCR 4921; 34 CFR 106.41)

The Superintendent or designee shall ensure that equivalent opportunities are available to both sexes in athletic programs by considering, among other factors: (5 CCR 4922; 34 CFR 106.41)

1. Whether the offered selection of sports and levels of competition effectively accommodate the interests and abilities of both sexes

The athletic program may be found to effectively accommodate the interests and abilities of both sexes using any one of the following tests: (Education Code 230)

- a. Whether the interscholastic-level participation opportunities for male and female students are provided in numbers substantially proportionate to their respective enrollments
- b. Where the members of one sex have been and are underrepresented among interscholastic athletes, whether the district can show a history and a

**ATHLETIC COMPETITION** (continued)

continuing practice of program expansion that is demonstrably responsive to the developing interests and abilities of the members of that sex

- c. Where the members of one sex are underrepresented among interscholastic athletes and the district cannot show a history and continuing practice of program expansion as required in item #1b above, whether the district can demonstrate that the interests and abilities of the members of that sex have been fully and effectively accommodated by the present program
2. The provision and maintenance of equipment and supplies
3. Scheduling of games and practice times, selection of the season for a sport, and location of the games and practices
4. Travel and per diem allowances
5. Opportunities to receive coaching and academic tutoring
6. Assignment and compensation of coaches and tutors
7. Provision of locker rooms, practice facilities, and competitive facilities
8. Provision of medical and training facilities and services
9. Provision of housing and dining facilities and services
10. Publicity
11. Provision of necessary funds

Each school that offers competitive athletics shall, at the end of the school year, post on its school web site, or on the district web site if the school does not have a web site, the following information: (Education Code 221.9)

1. The total enrollment of the school, classified by gender
2. The number of students enrolled at the school who participate in competitive athletics, classified by gender
3. The number of boys' and girls' teams, classified by sport and by competition level

*(cf. 1113 - District and School Web Sites)*

The data reported for items #1-3 above shall reflect the total number of players on a team roster on the official first day of competition. The materials used to compile this information

**ATHLETIC COMPETITION** (continued)

shall be retained by the school for at least three years after the information is posted on the web site. (Education Code 221.9)

*(cf. 3580 - District Records)*

**Concussions and Head Injuries**

The Superintendent or designee shall annually distribute to student athletes and their parents/guardians an information sheet on concussions and head injuries. The student and parent/guardian shall sign and return the information sheet before the student initiates practice or competition. (Education Code 49475)

*(cf. 5145.6 - Parental Notifications)*

The Superintendent or designee shall provide training to coaches and/or athletic trainers regarding concussion symptoms, prevention, and appropriate response. (Education Code 35179.1, 49032)

*(cf. 4127/4227/4327 - Temporary Athletic Team Coaches)*

If a student athlete is suspected of sustaining a concussion or head injury in an athletic activity, he/she shall be immediately removed from the activity for the remainder of the day. The student shall not be permitted to return to the activity until he/she is evaluated by a licensed health care provider trained in the management of concussions and receives the health care provider's written clearance to return to the activity. If the health care provider determines that the athlete sustained a concussion or a head injury, the athlete shall also complete a graduated return-to-play protocol of no less than seven days in duration under the supervision of a licensed health care provider. (Education Code 49475)

A middle school or high school football team shall not hold a full-contact practice during the off-season and shall not conduct more than two full-contact practices per week during the preseason and regular season (from 30 days before the commencement of the regular season until the completion of the final interscholastic football game of that season). In addition, the full-contact portion of a practice shall not exceed 90 minutes in any single day. For these purposes, full-contact practice means a practice where drills or live action is conducted that involves collisions at game speed, where players execute tackles and other activity that is typical of an actual tackle football game. (Education Code 35179.5)

**Heat Illness**

The Superintendent or designee shall provide training to coaches and/or athletic trainers regarding the signs and symptoms of, and the appropriate response to, heat illness, including heat cramps, heat syncope, heat exhaustion, and exertional heat stroke. (Education Code 35179.1, 49032)

**ATHLETIC COMPETITION** (continued)

To assist in the prevention of heat illness, coaches and/or athletic trainers shall gradually increase the intensity and duration of exercise to acclimate student athletes to practice in the heat, provide adequate rest breaks, make water available during all athletic activities, and alter practice plans in extreme environmental conditions.

**Sudden Cardiac Arrest**

The Superintendent or designee shall distribute the California Interscholastic Federation (CIF) information sheet on sudden cardiac arrest to all student athletes who will be participating in a CIF-governed athletic activity and to their parents/guardians. The student and parent/guardian shall sign and return the information sheet prior to the student's participation in the athletic activity. If an athletic activity is not covered by CIF, the student and his/her parent/guardian shall, prior to the student's participation in the athletic activity, sign and return an acknowledgement that they have received and reviewed the sudden cardiac arrest information posted on the California Department of Education's web site. (Education Code 33479.2, 33479.3)

The Superintendent or designee shall provide training to coaches and/or athletic trainers regarding the nature and warning signs of sudden cardiac arrest. (Education Code 33479.6, 33479.7, 35179.1, 49032)

If a student athlete passes out or faints, or is known to have passed out or fainted, while participating in or immediately following his/her participation in an athletic activity, the student shall be removed from participation at that time. If a student exhibits any other symptoms of sudden cardiac arrest, including seizures during exercise, unexplained shortness of breath, chest pains, dizziness, racing heart rate, or extreme fatigue, he/she may be removed from participation by a coach or other employee who observes these symptoms. If any such symptoms are observed, notification shall be given to the student's parent/guardian so that the parent/guardian can determine the treatment, if any, the student should seek. A student who has been removed from participation shall not be permitted to return until he/she is evaluated and given written clearance to return to participation by a health care provider. (Education Code 33479.2, 33479.5)

**Automated External Defibrillators**

The Superintendent or designee shall acquire at least one automated external defibrillator (AED) for each district school and shall make the AED(s) available to coaches, athletic trainers, and/or other authorized persons at athletic activities or events for the purpose of providing emergency care or treatment to students, spectators, and other individuals in attendance at athletic activities and events. (Education Code 35179.6)

*(cf. 5141 - Health Care and Emergencies)*

The district shall comply with all requirements of Health and Safety Code 1797.196 pertaining to any AED acquired by the district, including, but not limited to, regular

**ATHLETIC COMPETITION** (continued)

maintenance and testing of the AED and the provision and posting of information regarding the proper use of the AED.

(Education Code 35179.6; Health and Safety Code 1797.196)

**Additional Parental Notifications**

Before a student participates in interscholastic athletic activities, the Superintendent or designee shall, in addition to providing his/her parents/guardians with information on the signs and symptoms of concussions and sudden cardiac arrest as described above, send a notice to the student's parents/guardians which:

1. Contains information about the procedures for filing a discrimination complaint that arises out of an interscholastic athletic activity, including the name of the district's Title IX Coordinator

*(cf. 1312.3 - Uniform Complaint Procedures)*

2. Includes a copy of students' Title IX rights pursuant to Education Code 221.8
3. Explains that there is an element of risk associated with all athletic competitions and that the district cannot guarantee that students will not be injured, despite a commitment to every participant's health and welfare

*(cf. 3530 - Risk Management/Insurance)*

4. Provides information about insurance protection pursuant to Education Code 32221.5

*(cf. 5143 - Insurance)*

5. Requests parental permission for the student to participate in the program and, if appropriate, be transported by the district to and from competitions

*(cf. 3541.1 - Transportation for School-Related Trips)*

6. States the district's expectation that students adhere strictly to all safety rules, regulations, and instructions, as well as rules and guidelines related to conduct and sportsmanship

*(cf. 5144 - Discipline)*

*(cf. 5144.1 - Suspension and Expulsion/Due Process)*

7. Includes a copy of the local CIF league rules
8. Includes information about the CIF bylaw and district policy requiring any student athlete and his/her parent/guardian to sign a statement that the student will not use

**ATHLETIC COMPETITION** (continued)

steroids, unless prescribed by a licensed health care practitioner, or prohibited dietary supplements that include substances banned by the U.S. Anti-Doping Agency

*(cf. 5131.63 - Steroids)*

*(10/15 5/17) 10/18*

Regulation

Approved: January 4, 2012

Revised: 05/02/12; 04/02/14; 04/08/15; 12/14/15

Revised: June 27, 2017

Revised: December 5, 2018

**BIGGS UNIFIED SCHOOL DISTRICT**

**Biggs, California**

**STUDENT ORGANIZATIONS AND EQUAL ACCESS**

The Board of Trustees believes that student groups or clubs reinforce the instructional program, give students experience in civics and government, and provide social and recreational activities. Student groups also serve to honor outstanding student achievement and enhance school spirit and students' sense of belonging. Prior to meeting on school grounds, all student groups shall be authorized by the principal or designee in accordance with Board policy and administrative regulation.

*(cf. 1321 - Solicitation of Funds from and by Students)*

*(cf. 3452 - Student Activity Funds)*

*(cf. 6142.3 - Civic Education)*

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

In order to maintain a closed forum on school campuses, only student-initiated groups that relate directly to the curriculum shall be allowed to meet on school premises during noninstructional time.

All curriculum-related student clubs or groups shall have equal access to the school media to announce meetings, including, but not limited to, the public address system, the school newspaper, the school bulletin board, and school web site.

Noncurriculum-related student groups are subject to the requirements specified in Board policy and administrative regulation for community groups regarding the use of district facilities for meetings and the right to distribute materials to students.

*(cf. 1325 - Advertising and Promotion)*

*(cf. 1330 - Use of School Facilities)*

*(cf. 3515.2 - Disruptions)*

All student clubs or groups shall have equal access to the school media to announce meetings, including the public address system, the school newspaper, bulletin boards, and school web site. However, the principal or designee may issue a disclaimer that such activities are not school-sponsored.

All noncurriculum-related student groups shall be given equal access to meeting space, school equipment, and supplies.

No school shall deny equal access or a fair opportunity to meet, or otherwise discriminate against, any group officially affiliated with the Boy Scouts of America, or with any other youth group listed as a patriotic society in Title 36 of the United States Code, for reasons based on the membership or leadership criteria or oath of allegiance to God and country. (20 USC 7905)

**STUDENT ORGANIZATIONS AND EQUAL ACCESS (continued)**

*Legal Reference:*

EDUCATION CODE

52 Designation of secondary schools

53 Designation of high schools

200-262.3 Prohibition of discrimination on the basis of sex

38130-38138 Civic Center Act

48900 Hazing

48907 Student exercise of free expression

48930-48938 Student organizations

48950 Freedom of speech

49020-49023 Athletic programs

PENAL CODE

627-627.10 Access to school premises

CODE OF REGULATIONS, TITLE 5

2 Definitions

5531 Supervision of extracurricular activities of students

UNITED STATES CODE, TITLE 20

4071-4074 Equal Access Act

7904 School prayer

7905 Boy Scouts equal access

UNITED STATES CODE, TITLE 36

20101-240112 Patriotic organizations

COURT DECISIONS

*Prince v. Jacoby*, (2001) 303 F.3d 1074

*Culbertson et al. v. Oakridge School District*, (2002) 258 F.3d 1061

*Good News Club et al. v. Milford Central School*, (2001) 121 S.Ct. 2093

*Ceniceros v. Board of Trustees of the San Diego Unified School District*, (1997) 106 F.3d 878

*Board of Education of Westside Community School District v. Mergens By and Through Mergens* (1989, 8th Cir.) 867 F.2d 1076

*Perumal et al v. Saddleback Valley Unified School District*, (1988) 198 Cal. App. 3d 64

*Student Coalition for Peace v. Lower Merion School District Board of Directors*, (1985) 776 F.2d. 431

*Hartzell v. Connell*, (1984) 35 Cal. 3d 899

*Management Resources:*

WEB SITES

U.S. Department of Education: <http://www.ed.gov>



**STUDENT ORGANIZATIONS AND EQUAL ACCESS**

In order to maintain a closed forum at district schools, each principal or designee shall ensure that all school-sponsored student organizations are curriculum-related. In order to qualify as "curriculum-related," a student group shall meet one or more of the following criteria:

1. The subject matter of the group is currently taught or will be taught in a regularly scheduled course.
2. The subject matter of the group concerns the body of courses as a whole (e.g., student government).
3. Participation in the group is required for a particular course.
4. Participation in the group results in academic credit.

Such meetings shall not interfere with regular school activities. The Superintendent or designee shall identify the noninstructional time period(s) set aside for meetings of student groups either before or after actual classroom instruction times.

Meetings may also be held during the lunch period.

Meetings held within the limited open forum shall entail no expenditure of public funds beyond the incidental cost of providing the meeting space. (20 USC 4071)

Students shall leave the meeting place in a clean, orderly, and secure condition after their meetings. The Superintendent or designee may deny the use of facilities to any group that he/she believes will materially disrupt the school program or threaten the health and safety of students and staff. (20 USC 4071)

**Authorization for Student Groups**

Any student wishing to create either a curriculum- or noncurriculum-related student group shall first request authorization from the principal or designee. The group shall provide the principal or designee with the following information:

1. Name of the organization and names of student contacts
2. A statement of the organization's purposes, objectives, and activities
3. A copy of the proposed bylaws of the student group, including a description of how officers will be selected, as well as the bylaws of any off-campus organization with which the group may be affiliated
4. The name of the proposed faculty advisor, if any

**STUDENT ORGANIZATIONS AND EQUAL ACCESS** (continued)

5. The proposed dates, times, and location of meetings
6. Any special equipment to be used
7. A description of the qualifications for membership, if any
8. If a curriculum-related group, a statement of the relation of the club to the curriculum and/or instructional program

The principal or designee may establish school rules governing the meetings of curriculum-related groups, such as attendance or grade requirements. Such rules may vary depending on the group, such as whether or not academic credit is given for participation in the group.

**Role of Staff Adviser**

For any curriculum-related student group, the staff adviser shall provide guidance and teaching to students to ensure that the group's activities are aligned to the district's goals and objectives and shall provide supervision and leadership of the group. The principal shall have final authority in determining the assignment and role of the staff adviser.

For noncurriculum-related student groups, a staff adviser may be assigned voluntarily to observe meetings for purposes of maintaining order and protecting student safety. Staff advisers and other school employees shall not promote, lead, or participate in the meetings. (20 USC 4071, 4072)

A school employee may refuse to attend a meeting of a student group if the content of the speech at the meeting is contrary to the employee's beliefs. (20 USC 4071)

**Hazing**

Any student who engages in hazing may be subject to discipline including, but not limited to, suspension or expulsion. *Hazing* means a method of initiation or pre-initiation into a student organization or body, whether or not the organization or body is officially recognized by the district, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective student. (Education Code 48900)

(cf. 5131 - Conduct)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

**ASSEMBLIES AND SPECIAL EVENTS**

The Board of Trustees believes that assemblies and special events should promote a positive school climate and be related to the district's educational program. Assemblies may provide information that supplements the district'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 principal 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 principal 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. 5131.4 - Student Disturbances)*  
*(cf. 5131 - Conduct)*  
*(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 Board of Trustees desires to prepare all students to successfully complete the high school course of study and obtain a diploma that represents their educational achievement and increases their opportunities for postsecondary education and employment.

(cf. [5127](#) - *Graduation Ceremonies and Activities*)

(cf. [5147](#) - *Dropout Prevention*)

(cf. [6011](#) - *Academic Standards*)

(cf. [6143](#) - *Courses of Study*)

(cf. [6146.3](#) - *Reciprocity of Academic Credit*)

**Course Requirements**

To obtain a high school diploma, students shall complete the following courses in grades 9-12, with each course being one year unless otherwise specified:

1. Four courses in English (Education Code [51225.3](#))

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

2. Three courses in mathematics (Education Code [51225.3](#))

At least one mathematics course, or a combination of the two mathematics courses, shall meet or exceed state academic content standards for Algebra I or Mathematics I. Completion of such coursework prior to grade 9 shall satisfy the Algebra I or Mathematics I requirement, but shall not exempt a student from the requirement to complete two mathematics courses in grades 9-12. (Education Code [51224.5](#))

Students may be awarded up to one mathematics course credit for successful completion of an approved computer science course that is classified as a "category c" course based on the "a-g" course requirements for college admission. (Education Code [51225.3](#), [51225.35](#))

(cf. [6142.92](#) - *Mathematics Instruction*)

(cf. [6152.1](#) - *Placement in Mathematics Courses*)

3. Two courses in science, including biological and physical sciences (Education Code [51225.3](#))

(cf. [6142.93](#) - *Science Instruction*)

4. Three courses 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*)

**HIGH SCHOOL GRADUATION REQUIREMENTS** (continued)

(cf. [6142.94](#) - *History-Social Science Instruction*)

5. One course in visual or performing arts, world language, or career technical education (CTE). For purposes of this requirement, a course in American Sign Language shall be deemed a course in world language. (Education Code [51225.3](#))

To be counted towards meeting graduation requirements, a CTE course shall be aligned to the CTE model curriculum standards and framework adopted by the State Board of Education. (Education Code [51225.3](#))

(cf. [6142.2](#) - *World Language Instruction*)

(cf. [6142.6](#) - *Visual and Performing Arts Education*)

(cf. [6178](#) - *Career Technical Education*)

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

6. Two courses 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. One semester course of Health

8. One semester course of 9<sup>th</sup> grade computers – Get Focused Stay Focused

9. Senior Year Portfolio. In conjunction with American Government/Economic class, each senior will produce a “Career Portfolio” and present it to a committee.

(cf. [6142.1](#) - *Sexual Health and HIV/AIDS Prevention Instruction*)

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

(cf. [6142.8](#) - *Comprehensive Health Education*)

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*)

(cf. [6146.4](#) - *Differential Graduation and Competency Standards for Students with Disabilities*)

**Exemptions from District-Adopted Graduation Requirements**

District students are required to complete graduation course requirements specified above, including the requirements imposed by Education Code [51225.3](#) and those adopted by the Board. However, a foster youth, homeless student, former juvenile court school student, child of a military family, or migrant student who transfers into the district or between district schools any time after completing the second year of high school, or a newly arrived immigrant student who is in the third or fourth year of high school and is participating in a

**HIGH SCHOOL GRADUATION REQUIREMENTS** (continued)

newcomer program, shall be exempted from any graduation requirements adopted by the Board that are in addition to statewide course requirements. This exemption shall not apply if the Superintendent or designee makes a finding that the student is reasonably able to complete the requirements in time to graduate by the end of the fourth year of high school. Within 30 days of the transfer or of the commencement of participation in a newcomer program, as applicable, the Superintendent or designee shall notify any eligible student of the availability of the exemption and whether the student qualifies for it. (Education Code [51225.1](#))

(cf. [1312.3](#) - Uniform Complaint Procedures)

(cf. [5145.6](#) - Parental Notifications)

(cf. [6173](#) - Education for Homeless Children)

(cf. [6173.1](#) - Education for Foster Youth)

(cf. [6173.2](#) - Education of Children of Military Families)

(cf. [6173.3](#) - Education for Juvenile Court School Students)

(cf. [6175](#) - Migrant Education Program)

**Retroactive Diplomas**

Any student who completed grade 12 in the 2003-04 through 2014-15 school year and met all applicable graduation requirements other than the passage of the high school exit examination shall be granted a high school diploma. (Education Code [51413](#))

In addition, the district may retroactively grant high school diplomas to former students who: (Education Code [48204.4](#), [51430](#), [51440](#))

1. Departed California against their will while in grade 12 and did not receive a diploma because the departure interrupted their education, provided that they were in good academic standing at the time of the departure

Persons may be considered to have departed California against their will if they were in custody of a government agency and were transferred to another state, were subject to a lawful order from a court or government agency that authorized their removal from California, were subject to a lawful order and were permitted to depart California before being removed from California pursuant to the lawful order, were removed or were permitted to depart voluntarily pursuant to the federal Immigration and Nationality Act, or departed due to other circumstances determined by the district that are consistent with the purposes of Education Code [48204.4](#).

In determining whether to award a diploma under these circumstances, the Superintendent or designee shall consider any coursework that may have been completed outside of the United States or through online or virtual courses.

2. Were interned by order of the federal government during World War II or are honorably discharged veterans of World War II, the Korean War, or the Vietnam War, provided that they were enrolled in a district school immediately preceding the

**HIGH SCHOOL GRADUATION REQUIREMENTS** (continued)

internment or military service and did not receive a diploma because their education was interrupted due to the internment or military service in those wars

Deceased former students who satisfy these conditions may be granted a retroactive diploma to be received by their next of kin.

3. Are veterans who entered the military service of the United States while in grade 12 and who had satisfactorily completed the first half of the work required for grade 12 in a district school
4. Were in their senior year of high school during the 2019-20 school year, were in good academic standing and on track to graduate at the end of the 2019-20 school year as of March 1, 2020, and were unable to complete the statewide graduation requirements as a result of the COVID-19 crisis

**Honorary Diplomas**

The Board may grant an honorary high school diploma to: (Education Code [51225.5](#))

1. An international exchange student who has not completed the course of study ordinarily required for graduation and who is returning to the student's home country following the completion of one academic school year in the district

(cf. [6145.6](#) - International Exchange)

2. A student who is terminally ill

The honorary diploma shall be clearly distinguishable from the regular diploma of graduation awarded by the district. (Education Code [51225.5](#))

*Legal Reference:**EDUCATION CODE*

[47612](#) Enrollment in charter school

[48200](#) Compulsory attendance

[48204.4](#) Parents/guardians departing California against their will

[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

[51225.1](#) Exemption from district graduation requirements

[51225.2](#) Student in foster care defined; acceptance of coursework, credits, retaking of course

*Legal Reference: continued on next page*



**HIGH SCHOOL GRADUATION REQUIREMENTS** (continued)

[51225.3](#) *High school graduation*  
[51225.35](#) *Mathematics course requirements; computer science*  
[51225.36](#) *Instruction in sexual harassment and violence; districts that require health education for graduation*  
[51225.5](#) *Honorary diplomas*  
[51225.6](#) *Compression-only cardiopulmonary resuscitation*  
[51228](#) *Graduation requirements*  
[51230](#) *Credit for community emergency response training*  
[51240-51246](#) *Exemptions from requirements*  
[51250-51251](#) *Assistance to military dependents*  
[51410-51413](#) *Diplomas*  
[51420-51427](#) *High school equivalency certificates*  
[51430](#) *Retroactive high school diplomas*  
[51440](#) *Retroactive high school diplomas*  
[51450-51455](#) *Golden State Seal Merit Diploma*  
[51745](#) *Independent study restrictions*  
[56390-56392](#) *Recognition for educational achievement, special education*  
[66204](#) *Certification of high school courses as meeting university admissions criteria*  
[67386](#) *Student safety; affirmative consent standard*  
**CODE OF REGULATIONS, TITLE 5**  
[1600-1651](#) *Graduation of students from grade 12 and credit toward graduation*  
[4600-4670](#) *Uniform complaint procedures*  
**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/g/hs>

University of California, List of Approved a-g

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

(12/18 5/19) 12/20

Policy  
adopted: May 24, 2006  
reviewed: 1/12; 4/14; 3/16; 2/17; 2/18; 09/19  
revised: January 6, 2021

**BIGGS UNIFIED SCHOOL DISTRICT**  
Biggs, California

## **HIGH SCHOOL GRADUATION REQUIREMENTS**

### **Review of Academic Progress Prior to Graduation**

A program shall be established and maintained to ensure that each student, upon reaching the age of 16 or prior to the end of the tenth grade, whichever occurs first, has received a systematic review of his/her academic progress and counseling on the options available to the student during the final two years of high school. The program shall provide for meeting with the student and, where feasible, with the student's parent/guardian, to explain the academic progress needed for satisfactory completion of high school. The program shall give first priority to identifying students who are not earning credits at a rate which will enable them to graduate with the rest of their class and to providing these students with counseling services.

### **Waiver of District Graduation Requirement**

A student may request the district to waive specific graduation requirements not required by Education Code 51200 et seq.

Any student request to waive such graduation requirements must be presented to the principal in writing. The parent or guardian must meet with the principal to discuss the reasons for the request.

Criteria to be used in considering approval of a waiver request will include:

- Evidence of the acquisition of the content of the course to be waived through formal or informal means.
- Adequacy of the reason for the waiver request.
- Religious or other objections of course content.

### **Standards of Proficiency**

A separate assessment will be made of the student's proficiency in each skill area. A separate score will be given in each skill area.

Proficiency assessment results shall be used by the instructional staff to determine whether a student needs additional assistance in mastering basic skills. The instructional staff will determine the appropriate instructional program necessary to assist the student.

### **Graduation Course Requirements**

A student will have met the course requirements for graduation from high school by completing courses of study to include:

**HIGH SCHOOL GRADUATION REQUIREMENTS** (continued)

Total Credits - 250 credits 2019-2020  
 260 credits 2020-2021

Specific Course Requirements

English	40 credits
Mathematics	30 credits
Science	20 credits
Fine Arts or Foreign Language	10 credits
World History	10 credits
U.S. History	10 credits
American Government/Economics	10 credits
Physical Education	20 credits
Health Education	5 credits
Get Focused Stay Focused	5 credits
Required Credits	160 credits
Elective Credits for 2019-2020	90 credits
<u>Elective Credits for 2020-2021</u>	<u>100 credits</u>
<b>Total Credits for 2019-2020</b>	<b>250 credits</b>
<b>Total Credits for 2020-2021</b>	<b>260 credits</b>

English - 40 credits required as follows:

- English I, II, III, IV 40 credits
- ELD 1, 2, or 3 meets the 1-year English requirement.

## Mathematics

30 credits: At least one mathematics course or a combination of the two mathematic courses required for completion in grades 9 shall meet or exceed state academic standard for Algebra I, completion prior to grade 9, of algebra course that meets or exceeds state academic content standards shall not exempt a student from the requirement to complete three mathematic courses in grade 9-12. A year of CAD during a student senior year counts as one year.

Science -20 credits required as follows:

Physical Science 10 credits required from among:

General Physical Science, Earth Science, Chemistry, or Physics,  
 Life Science 10 credits required from among:

General Life Science, Biology

10 credits of Animal Science and 10 credits of Plant Science will meet the 10 credit Life Science requirement.

**HIGH SCHOOL GRADUATION REQUIREMENTS (continued)**

Fine Arts or Foreign Language - 10 credits required from among:

- Foreign Language any language offered
- Fine Arts Drama, Band, Crafts, Music Appreciation, Web Design, Floriculture

Physical Education - 20 credits required:

- All 9th grade students must be enrolled in physical education.

**Elective Course Requirements and Limitations**

The district requires students to accumulate a total of 260 credits in order to graduate. In satisfying the district's course requirements a student will receive a total of 160 credits. The balance of 100 credits required for graduation may be taken as elective courses from among the offerings of the school within the following guidelines:

Work Experience and Teacher Assistant - Participation in these programs is restricted to students in grades 11 and 12. The total number of credits to be earned in each program shall be limited to 10 credits per semester for a maximum of 20 credits per year.

Exceptions to the above limitations shall be made only upon the approval of the principal.

Transfer credit will only be accepted from accredited course.

**Class Status**

Students will earn class status (Freshman, Sophomore, Junior, or Senior) on the basis of the following criteria:

1. The student must have accumulated the following number of credits by the beginning of the school year.

School Year	<u>Freshman</u>	<u>Sophomore</u>	<u>Junior</u>	<u>Senior</u>
Credit	-0-	25% *	50% *	75% *

Percent of total required credits.

2. All district required courses appropriate to the grade level must have been completed successfully.

Each student will be informed of his class status at the beginning of each school year. The student's class status will be used to determine eligibility to participate in class and student body activities.

**HIGH SCHOOL GRADUATION REQUIREMENTS** (continued)**Alternative Sources of Credit**

The district will accept credits earned in an accredited program from: community college, adult education program, Regional Occupation Program, approved private instruction, correspondence courses, work experience, summer school and independent study courses. Such alternatives are designed for students who, for compelling reasons, such as the course not offered or a schedule conflict, and are unable to complete the regular course of study. Any student wishing to use any alternative means for completing the prescribed course of study must secure prior approval from the principal with the advice and counsel of appropriate counseling and instructional staff members. The principal will determine the acceptability and the quantity of credits to be applied toward graduation from Biggs High School.

**Biggs High School Senior Ranking**

A hand calculation which eliminates Teacher Assistant, Office Aide, Study Hall and any grades earned in summer school, community college, extension courses or adult education classes will be necessary to insure fairness in the selection of the Valedictorian, Salutatorian candidates and in establishing the Biggs High School Senior Class Rank. This calculation will be done at the end of the third quarter of the senior year.

All College Connections program student must PRE-SELECT the college classes that they will transfer back to Biggs High School for these calculations. The only college classes that will be awarded Advanced Placement, (AP) bonus points will be those that match the opportunities for any/all other non-college connection students. For example if Biggs High School is offering two AP on campus opportunities for seniors, then the College Connection students can transfer back two AP honors classes for the purpose of selecting

Valedictorian, Salutatorian and class rank. Additionally, the college connection courses will be verified through the college catalogue and course description for authentic matching.

Students taking a College preparatory track will be awarded one extra point one time in the calculations, and student taking Advanced Placement courses will be awarded one additional point, provided the student has taken at least two AP courses at Biggs High School. A College Preparatory course of study is defined as "course work that qualifies a student to enter the CSU system." Additionally, the current California Scholastic Federation (CSF) eligible course listing will be used as the guide for determining what constitutes a College Preparatory course of study.

**Review of Academic Progress Prior to Graduation**

A program shall be established and maintained to ensure that each student, upon reaching the age of 16 or prior to the end of the tenth grade, whichever occurs first, has received a

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

systematic review of his/her academic progress and counseling on the options available to the student during the final two years of high school. The program shall provide for meeting with the student and, where feasible, with the student's parent/guardian, to explain the academic progress needed for satisfactory completion of high school. The program shall give first priority to identifying students who are not earning credits at a rate which will enable them to graduate with the rest of their class and to providing these students with counseling services and/or alternative methods to acquire credits.

A separate assessment will be made of the student's proficiency in each skill area. A separate score will be given in each skill area.

Proficiency assessment results shall be used by the instructional staff to determine whether a student needs additional assistance in mastering basic skills. The instructional staff will determine the appropriate instructional program necessary to assist the student.

Notice shall be sent to all parents/guardians of students in grades 9th through 12th to inform them that the student shall not graduate from high school unless the prescribed proficiency standards and the required course work for graduation are met. If any student does not show adequate progress in mastery of basic skills as measured by the proficiency assessments, the principal shall arrange a conference between a certificated employee familiar with the student and the student's progress, the parent/guardian of the student, and the student to discuss the results of the proficiency assessment and to recommend action to improve the student's progress.

Instruction in basic skills shall be provided for any student who does not show enough progress toward mastery of basic skills and shall continue until the student has been given numerous chances to achieve mastery. Such instruction will be provided in tutorial classes and/or summer school programs.

### **Graduation Course Requirements**

A student shall not receive a diploma of graduation from high school if the standards of proficiency or graduation requirements have not been met.

A student denied a diploma for not having passed the district proficiency examination will later be awarded a diploma, without taking additional coursework, if he/she passes the district proficiency examination in basic skills and meets all other graduation requirements.

The district will offer remedial instruction for such students in the semester or summer session following the semester in which the student would have graduated.

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

### **Minimum Proficiency Requirements**

The Board shall adopt standards of proficiency in reading comprehension, writing, and computational skills, and any other skill areas the Board may deem appropriate. Testing of these proficiencies shall start in the 7th grade.

If a student does not pass these tests in basic skills, the student and parent/guardian shall be required, in writing, to attend a meeting to discuss the results of the tests and to determine a course of action to help the student to improve in the basic skills.

The Board directs the Superintendent to make provision for the periodic screening of assessment instruments for racial, cultural, or sexual bias.

Upon recommendation from the Superintendent or designee, the Board of Trustees may waive requirements in cases of exceptional hardship e.g. illness or a last minute transfer into the district.

### **Biggs Grades 7-8**

1. Students must demonstrate proficiency of the U.S. Constitution (8<sup>th</sup> Grade).
2. Students must pass (D or above) all core classes (math, science, social science and English Language Arts) in both seventh and eighth grade.

Only students who meet these requirements will be promoted to the ninth grade. Summer school courses will be accepted in the fall of the following school year in order to meet these promotion requirements, but only after the summer school work has been completed. Upon recommendation of the Superintendent or designee the Board may waive requirements in cases of exceptional hardship, (e.g. illness or last minute transfer into the district).

*(cf. 5123 - High School Graduation Requirements)*

### **Graduation Course Requirements**

#### **Basic Requirements of High School Proficiency Certificates for Students 16-17 Years of Age**

1. Any student subject to compulsory continuation education, or who is exempt from it, may apply to have his/her proficiency in basic skills verified by examination according to criteria established by the California State Department of Education. (Education Code Section 48412(a))

Students exempt from compulsory continuation education are those who:

- a. Attend a full-time public or private school.

**HIGH SCHOOL GRADUATION REQUIREMENTS** (continued)

- b. Are disqualified because of their mental or physical condition.
  - c. Are satisfactorily attending a regional occupational program or center as provided in Education Code 48432.
  - d. Attend classes for adults for not less than four clock hours per calendar week.
2. If the student meets the criteria established by the State Department of Education, then:
- The school district of the student's residence shall indicate the student's accomplishment and the date of the proficiency certificate award on the student's official transcript. (Administrative Code, Title 5, Section 11521).
- The district will obtain parental consent for exemption from further schooling as required under Education Code Section 48410(e) containing at least the following information:
- a. A general explanation of the student's rights of exemption from compulsory attendance and of re-enrollment in the public schools.
  - b. The date of issuance of the certificate of proficiency.
  - c. The signature of the parent (a natural parent, or adoptive parent, or guardian, having legal custody of the student) and the date.
  - d. The signature of the school administrator who has personally confirmed the authenticity of the parent's signature and the date. (Administrative Code, Title 5, Section 11522)
3. The Superintendent directs the principal maintaining either 11th and/or 12th grades to distribute to each student in those grades an announcement explaining the California High School Proficiency Examination and the High School Equivalency Certificate as provided under Education Code Section 48412. Upon receipt of announcements from the State Department of Education or its contractor, distribution shall be made in time for all interested students to meet the registration requirement for taking the examination in the fall of that year. (Administrative Code, Title 5, Section 11523)

**Graduation Course Requirements**

Any person over the age of 17 may take the General Educational Development Test (G.E.D.), and by scoring at not less than 35 on each of the five tests while averaging not less than 45 on the five tests, qualify for the state-issued High School Equivalency Certificate. (Administrative Code, Title 5, Section 11530 et seq.)

Regulation  
approved: August 14, 2013  
revised: September 4, 2019

**BIGGS UNIFIED SCHOOL DISTRICT**  
Biggs, California



**CERTIFICATE OF PROFICIENCY/HIGH SCHOOL EQUIVALENCY**

The Board of Trustees desires that every student have the opportunity to earn a high school diploma through successful completion of district graduation requirements. However, when a student is unable to do so, the Board encourages completion of an alternative program that allows the student to obtain an equivalent certificate.

(cf. [5147](#) - Dropout Prevention)  
(cf. [6146.1](#) - High School Graduation Requirements)  
(cf. [6200](#) - Adult Education)

Eligible persons who pass the California High School Proficiency Examination may obtain a certificate of proficiency from the State Board of Education (SBE). Eligible persons who pass a general educational development test designated by the SBE may obtain a high school equivalency certificate from the testing service.

The Superintendent or designee shall make information available to interested persons regarding the eligibility and examination requirements of each program.

(cf. [6164.2](#) - Guidance/Counseling Services)

Interested persons shall register for the test directly with the testing service and pay the applicable fee. However, the fee shall be waived for a homeless or foster youth who is under age 25 years, meets all other registration requirements, and submits certification of homeless or foster youth status. (Education Code [48412](#); 5 CCR 11524-11526, 11533-11534.1)

*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
- [52052](#) Accountability; numerically significant student subgroups
- CODE OF REGULATIONS, TITLE 5
- [11520-11523](#) Proficiency examination and certificate
- [11530-11532](#) High school equivalency certificate

*Management Resources:*

- WEB SITES
- California Department of Education, California High School Proficiency Examination: <http://www.cde.ca.gov/ta/tg/sp>
- California Department of Education, High School Equivalency Tests: <http://www.cde.ca.gov/ta/tg/gd>
- California High School Proficiency Examination: <http://www.chspe.net>
- General Educational Development Test: <http://ged.com>
- High School Equivalency Test: <http://hiset.ets.org>

# Administrative Regulation

**Instruction**

AR 6146.2(a)

## **CERTIFICATE OF PROFICIENCY/HIGH SCHOOL EQUIVALENCY**

### **Certificate of Proficiency**

The principal of each high school shall distribute to each student in grades 11-12 an announcement explaining the California High School Proficiency Examination (CHSPE). Announcements from the California Department of Education (CDE) or its contractor 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*)

The principal also shall advise students that the certificate of proficiency awarded upon passing the CHSPE, while equivalent to a high school diploma, is not the equivalent of completing all coursework required for high school graduation and therefore students should contact the admissions office of the college or university they are interested in attending to determine if the certificate satisfies college admission requirements.

A student may take the CHSPE if the student 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 certificate of proficiency, the district shall indicate the student's accomplishment and the date of the award on the student's official transcript. (5 CCR [11521](#))

(cf. [5125](#) - *Student Records*)

Any student who has received the certificate of proficiency may be exempted from compulsory school attendance upon the student's request, with verified parent/guardian consent as appropriate. For this purpose, the Superintendent or designee shall provide a consent form which contains at least the following information: (Education Code [48410](#); 5 CCR [11522](#))

1. A general explanation of the student's rights of exemption from compulsory attendance and of re-enrollment in the public high schools
2. The date of issuance of the certificate of proficiency

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

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*)

If a student age 16 or 17 terminates enrollment after receiving the high school proficiency certificate, the student may re-enroll in the district. If the student subsequently terminates enrollment again, the student may be denied re-enrollment until the beginning of the following semester. (Education Code [48414](#))

(cf. [6184](#) - *Continuation Education*)

**High School Equivalency Certificate**

An eligible person may earn a high school equivalency certificate by passing a general educational development test designated by the State Board of Education pursuant to Education Code [51420](#), including the General Educational Development (GED) test or the High School Equivalency Test (HiSET).

Any person is eligible to take a test leading to a high school equivalency certificate if the person 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 is within 60 days of the person's 18th birthday, regardless of enrollment status
2. Is not currently enrolled in school and is within 60 days of when the person would have graduated from high school had the person 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](#)
5. Is 17 years of age, has accumulated fewer than 100 units of high school credit prior to enrollment in an academic program offered by a dropout recovery high school as defined in Education Code [52052](#), and has successfully completed the dropout

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

recovery high school's instructional program which is aligned to state standards,  
offers the opportunity for a high school diploma, and provides services for at least  
one year

*(7/12 8/14) 12/20*

Regulation  
approved: November 7, 2012  
revised: October 1, 2014  
revised: January 6, 2021

**BIGGS UNIFIED SCHOOL DISTRICT**  
Biggs, California

# Exhibit

Instruction

E 6146.2(a)

## CERTIFICATE OF PROFICIENCY/HIGH SCHOOL EQUIVALENCY

### NOTICE AND CONSENT TO DISCONTINUE SCHOOL ATTENDANCE FOR STUDENTS WITH A CERTIFICATE OF PROFICIENCY

Notice of Student Rights: Students who pass the California High School Proficiency Examination (CHSPE) and receive a Certificate of Proficiency issued by the State Board of Education may continue to attend school, but upon request will be exempted from compulsory school attendance pursuant to Education Code [48410](#). If the student is under 18 years of age, the student's parent/guardian must also provide approval in order for the student to discontinue school attendance.

If the student leaves school after receiving a Certificate of Proficiency and is under 18 years of age, the student may later decide to re-enroll in the district with no adverse consequences. In this case, the student may be required to meet new or additional requirements established since the student was previously enrolled. If the student re-enrolls and then leaves school again, the student may be denied re-admittance until the beginning of the following semester.

For further information about leaving school after obtaining the Certificate of Proficiency, contact the principal or school guidance counselor.

Student's name: \_\_\_\_\_

School: \_\_\_\_\_

Date on which the Certificate of Proficiency was issued: \_\_\_\_\_

To be completed by student: I understand the rights granted to students who are awarded the Certificate of Proficiency to disenroll from school, and to re-enroll if desired before the age of 18. I hereby notify the school district of my intent to disenroll from school.

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

To be completed by parent/guardian: I hereby grant consent for my minor child to disenroll from school.

Parent/guardian's name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

To be completed by school administrator: I hereby verify the parent/guardian's signature and date recorded above.

Name of school administrator (please print): \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

12/20

**ELEMENTARY SCHOOL PROMOTION/STANDARDS OF PROFICIENCY**

Eighth grade students who pass the 8th grade Constitution test and maintain a 1.0 grade point average in the 8th grade shall be eligible for a diploma of promotion.

*(cf. 5123 - Promotion/Acceleration/Retention)*

The Board of Trustee shall adopt district standards of proficiency in reading comprehension, writing and computational skills and in other areas the Board deems appropriate. Students shall be assessed for these basic skills and receive remedial instruction when needed.

The Superintendent or designee shall ensure that the district's standards of proficiency are developed with the active involvement of teachers, administrators, counselors and parents/guardians and that they are articulated with standards adopted by the local high school district. (Education Code 51215)

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

*(cf. 6143 - Courses of Study)*

*Legal Reference:*

EDUCATION CODE

48070-48070.5 *Promotion and retention*

51400-51403 *Elementary school diplomas*

52507-52510 *Requirements for eighth grade graduation (adult school)*

60641-60647 *Standardized Testing and Reporting Program*

60648 *Minimum performance levels*