

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** February 16, 2016

**To:** High School Principals

**Subject:** **ENROLLMENT OF STUDENTS IN COURSE PERIODS WITHOUT EDUCATIONAL CONTENT AND ENROLLMENT OF STUDENTS IN COURSES IN WHICH THEY HAVE ALREADY RECEIVED AN ACCEPTABLE GRADE**

**Department and/or Persons Concerned:** High School Administrators, Head Counselors, School Counselors and School Registrars

**Reference:** California Education Code AB 1012, effective beginning in the 2016-17 school year

**Action Requested:** Review statute, enroll students in appropriate courses, and complete district compliance documentation

**BRIEF EXPLANATION:**

On October 9, 2015, the Governor approved Assembly Bill No. 1012, an act relating to pupil instruction that becomes effective with the 2016-17 school year.

The bill prohibits school districts from assigning a pupil enrolled in grade 9, 10, 11 or 12 to any course period without educational content, except under prescribed conditions.

The bill also prohibits schools from enrolling students in previously completed courses in which the grade received was sufficient to satisfy requirements for admission to the California public institutions of postsecondary education, and the minimum requirements for graduation, unless the course is repeatable for credit. Therefore, it is permissible for a student who receives a "D" to repeat a course in order to remediate the low grade; however, students who receive a grade of "C" or above may not repeat the same course.

The bill applies to all schools except alternative schools, community day schools, continuation schools, and opportunity schools. (See Attachment 1 for a list of schools for which the bill will not apply.)

**DEFINITION OF A "COURSE WITHOUT EDUCATIONAL CONTENT"**

A "course without educational content" is defined as one course period when any of the following occurs:

1. A pupil is sent home before the conclusion of the school day.
2. A pupil is assigned to a course in which he or she is not expected to complete curricular assignments, but rather is assigned to assist a certificated employee in a course that employee is teaching.
3. The pupil is not assigned daily to the site's total number of course periods that are included in the site's master schedule.

This statute does not prohibit districts from offering any of the types of courses listed below, as stipulated by California Education Code.

1. Dual enrollment in community college
2. Evening high school programs
3. Independent study
4. Work-based Learning Courses or Work Experience Education
5. Other instructional programs as permitted by California Education Code

**Dual Enrollment:** To be in compliance with the statute, students in any of these types of courses must be enrolled in the appropriate course code. All approved dual enrollment college course codes are titled with the name of the college site (e.g., CITY, ECHS, MESA, MIRA, UCSD).

**Work-Based Learning:** Approved work-based learning courses, listed below, are offered through the district College, Career and Technical Education Department.

- Exploratory Work Experience Education (8501)
- General Work Experience Education (8502, 8505)
- Vocational Work Experience Education (8503, 8506)

Schools wishing to offer Work Experience Education courses must follow the guidelines stipulated in AP 4126, including annual submission of a WEE plan to the Office of College, Career and Technical Education.

**Independent Study:** AP 4316 describes requirements for enrollment of student in independent study coursework. Enrollment of a student in iHigh Lab (8155) requires that the student also be enrolled in a Board-approved online course.

### **EXCEPTIONS**

A student may be assigned to a course without educational content or to repeat a course in which he/she has already received a grade of “D” or better if **ALL** of the following conditions are met:

1. The pupil or, if still a minor, the student’s parent, guardian, or educational rights holder has consented in writing to the assignment.
2. A school official has determined that the pupil will benefit from being assigned to the course.
3. The principal or assistant principal of the school has stated in a written document maintained at the school that, for the relevant school year, no pupils are assigned to those classes unless the school has met conditions 1 and 2, above. This information must be filed in the student’s cumulative folder for documentation purposes in the event that the school is audited or a uniform complaint is filed regarding the student’s enrollment in the course (See Attachment 2).

### **NONCOMPLIANCE:**

A complaint of noncompliance may be filed with the district under the Uniform Complaint Procedures.

### **IMPLEMENTATION:**

To assure compliance, all non-exempt district schools that serve students in grades 9-12 must complete the Principal’s Certification of Compliance with AB 1012 and Student Enrollment Consent forms (Attachments 2 and 3) within two weeks of the beginning of each school term.

All district schools serving students in grades 9-12 must enroll students only in the courses agreed upon by the Principal and Area Superintendent, and submitted in writing to the Office of Secondary Schools.

Schools may not enroll students in any of the course codes listed on Attachment 4. For temporary enrollment, students must be enrolled in the district's official placeholder courses (9050 and 9051 ZZ Placeholder 1,2). No other course codes should be used for this purpose. Students should be transferred out of these course codes and into courses with educational content before the term begins.

Schools must have a syllabus that describes the educational content of each course and the types and numbers of major assignments that students are required to complete for which they receive grades that are recorded by the teacher. The educational content should include information including course standards, objectives, anticipated outcomes, and major assignments.

It should be noted that the IEP for a special education students provides adequate documentation of compliance with AB 1012 so long as the school is carrying out the IEP with fidelity.

**Assigned Time Home:** Schools may not enroll groups of students in Assigned Time Home (8017). Only under rare circumstances may an individual student be enrolled in Assigned Time Home. For example, a world class ice skater who has only access to professional coaching during a portion of a normal school day could be enrolled. For such enrollment, the school must have on file a completed Principal's Certification of Compliance with AB 1012 (Attachment 2); a Student Enrollment Consent Form, signed by a parent if the student is a minor; and a rationale for the assignment that includes documentation on the professional ice skater coach's letterhead that indicates the times and days the student is to receive coaching and is signed by the coach.

**Advisory:** School sites may continue to provide Advisory (8027) as a bell schedule placeholder only.

**iHigh Lab:** Students who are enrolled in iHigh Lab (8155) must be concurrently enrolled in a Board-approved online course. Enrollment in iHigh Lab without such concurrent is not compliant with AB 1012.

Questions regarding this circular should be addressed to Cheryl Hibbeln, Executive Director, or Francesca Del Carmen-Aguilar, Program Manager, Office of Secondary Schools, at (619) 725-7343.

APPROVED:



Cheryl Hibbeln  
Executive Director, Office of Secondary Schools

Attachments (4)



**AB 1012**  
**SDUSD Schools for Which Statute Does Not Apply**

<b>School Type</b>	<b>District School</b>
Adult Education Center	San Diego Adult School
Alternative Schools of Choice	iHigh Virtual Academy Mt. Everest SD Early/Middle College San Diego MET
Continuation Schools	Garfield High School Twain High School
Community Day School	ALBA
Special Education	Riley/New Dawn



# San Diego Unified School District

## PRINCIPAL'S CERTIFICATION OF COMPLIANCE WITH AB 1012

\_\_\_\_\_ High School

\_\_\_\_\_ School Term and Year

I certify that all students enrolled during the school term and year indicated are assigned to classes with educational content for the full school day with the exception of the students listed below.

I certify that **both** of the conditions listed below were met for the students listed below who are exempted from full compliance with AB 1012:

1. The pupil listed or his/her parent, guardian, or educational rights holder has consented in writing to the assignment for the period. The consent form is attached.

**AND**

2. A school official determined that the pupil will benefit from the assignment. A rationale for the assignment and school official's signature are on the attached form.

I certify that a signed Student Enrollment Consent Form is on file at the school site for each student listed.

Full Name	Student ID	Course Assignment

**\*The *Principal's Certification of Compliance with AB 1012* must be completed and submitted promptly at the beginning of each school term.**

\_\_\_\_\_ Principal's Name (Please Print)

\_\_\_\_\_ Signature

\_\_\_\_\_ Date

\_\_\_\_\_ Area Superintendent's Name (Please Print)

\_\_\_\_\_ Signature

\_\_\_\_\_ Date

**Retain the *original* signed document at the school site and submit a *copy* of this signed document to the Office of Secondary Schools, Ed Center, Wing C, no later than the third week of each term.**



## Student Enrollment Consent Form

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student ID

\_\_\_\_\_  
High School

\_\_\_\_\_  
School Term and Year

Please select:

- Permission is granted for student to be enrolled in a course code without Educational Content
- Permission is granted for student to repeat a course in which he/she received a grade of D or better.

\_\_\_\_\_  
Course Title and Code

Rationale, including a description of how the student will benefit from enrollment in the course listed. Attach additional pages as necessary.

\_\_\_\_\_  
Parent/Guardian Print Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Print Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal Print Name

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Date



## Prohibited Course Codes, Effective 2016-17 School Year

Dept	Crs #	TITLE
Vis Art	<b>0308</b>	OFF-SITE VAPA 1
Vis Art	<b>0309</b>	OFF-SITE VAPA 2
Lang Arts	<b>1670</b>	ELA CAHSEE TUTO
Lang Arts	<b>1686</b>	EDRP
Lang Arts	<b>1688</b>	ED ELA SUP 9TH
Lang Arts	<b>1730</b>	OFF-SITE ELA 1
Lang Arts	<b>1731</b>	OFF-SITE ELA 2
Hlth/Safty	<b>2540</b>	OFF-SITE HLTH 1
Hlth/Safty	<b>2541</b>	OFF-SITE HLTH 2
Math	<b>4087</b>	MATH CAHSEE TUT
Math	<b>4396</b>	COMM COLL MATH1
Math	<b>4397</b>	COMM COLL MATH2
Math	<b>4398</b>	OFF-SITE MATH 1
Math	<b>4399</b>	OFF-SITE MATH 2
Comp Ed	<b>4402</b>	TEST - COMP PROF
Phys Ed	<b>5548</b>	OFF-SITE PE 1
Phys Ed	<b>5549</b>	OFF-SITE PE 2
Phys Ed	<b>5901</b>	MED EX HOME
Phys Ed	<b>5902</b>	MED EX STDY HAL

Dept	Crs #	TITLE
Phys Ed	<b>5903</b>	NONMED EX
Science	<b>6108</b>	OFF-SITE SCI 1
Science	<b>6109</b>	OFF-SITE SCI 2
Soc St	<b>6552</b>	OFF-SITE H/SS 1
Soc St	<b>6553</b>	OFF-SITE H/SS 2
Non-Dept	<b>8004</b>	ACADEMIC SEM
Career	<b>8014</b>	INTERNSHIP
Non-Dept	<b>8028</b>	HOMEROOM
Non-Dept	<b>8046</b>	ELECT-MESA
Non-Dept	<b>8050</b>	OFF SITE GR 5-8
Non-Dept	<b>8063</b>	GED PREPARATION
IndustTech	<b>8067</b>	SDETC INSTRUCT1
IndustTech	<b>8068</b>	SDETC INSTRUCT2
Non-Dept	<b>8130</b>	OFF-SITE ELEC 1
Non-Dept	<b>8131</b>	OFF-SITE ELEC 2
Non-Dept	<b>8132</b>	COMM COL ELEC 1
Non-Dept	<b>8133</b>	COMM COL ELEC 2
Non-Dept	<b>8166</b>	CCTE ONLINE LAB