



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 4410

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CATEGORY: Instruction, Adult Education

EFFECTIVE: 10-16-81

SUBJECT: High School Diploma Program

REVISED: 9-01-99

A. PURPOSE AND SCOPE

To outline administrative procedures related to the district High School Diploma Program (HSDP).

2. Related Procedures:

Enrollment of minors in community college adult education classes	4405
Immunization verifications	6355
School attendance of married students, pregnant students, and school-age mothers	4255
Exemptions from compulsory full-time and continuation education	6185
Control of continuation education school student placement and staffing	4430
Students with adjustment difficulties (sixteen or seventeen years of age)	4622
Graduation from senior high schools	4770
Transfer and withdrawal, 7–12	6146
Adult education programs	4400
Long-term independent study	4317

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: C–4700, F–1000, F–1050, F–2000, F–2200, F–3100, F–3150, F–6000, F–7100, F–8400, H–7800; Education Code Sections 8500, 8510, 8531, 48400 *et seq.*, 52500 *et seq.*; California Department of Education Program Advisory, 5–26–94.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Adult Education Office, Educational and School Services Department, Instructional Support Services, Institute for Learning.
2. **Definitions**
 - a. **High School Diploma Program (HSDP):** An adult education high school completion program offered by the district in accordance with the California Education Code.
 - b. **Regularly enrolled:** A status of school enrollment whereby a student’s registration in a class is entered on enrollment forms that meet the requirements

of the California State Department of Education, Adult Education Field Services Section (*Adult Education Handbook for California* [E.9.]).

- c. **Adult:** A person at least 16 years old who is not concurrently enrolled in a regular high school program, continuation school, opportunity school, special education, or independent study for the minimum hours required of a full-time student.
 - d. **Concurrently enrolled:** A status of school enrollment whereby, in addition to enrollment in an adult education program, a student is enrolled in a regular high school program for a minimum of 240 minutes per school day or in a continuation school, opportunity school, special education, or independent study for the minimum hours required for full-time attendance. High school students enrolled in adult programs during the summer are considered concurrently enrolled if they have not graduated, even if not enrolled in a regular high school summer program. (*Adult Education Handbook for California* [E.9.])
3. **Funding.** The High School Diploma Program is provided through categorical state funding for adult education, which is separate from K–12 funding. Funding is based on hours of actual class attendance rather than on enrollment; attendance of only those persons regularly enrolled in a class is counted.
4. **Delineation of Function Agreement**
- a. **The district High School Diploma Program** serves:
 - (1) Students *up to 18 years of age* who are subject to compulsory full-time education and who were enrolled in a regular high school, continuation school, or opportunity program in the semester prior to enrollment in the district's diploma program.
 - (2) Students *between the ages of 18 years and 19 years, 11 months* who have not graduated from high school and were enrolled in a high school, continuation school, or opportunity program in the semester prior to enrollment in the district's diploma program.
 - b. **San Diego Community College District** provides a high school diploma program for students *20 years old and older* and for students who were not enrolled in a K–12 program the present or previous semester.

c. **Exceptions**

- (1) In certain cases, a person *under the age of 20* may enroll in a community college adult education course for high school credit with the approval of the resident school principal and the Continuing Education Center Dean—i.e., when there is no appropriate unified school district course available at a convenient time and location. A waiver form (E.4.) is required.
 - (2) A person *20 years old or older* may enroll in a San Diego Unified School District High School Diploma Program if there is no appropriate course available through the Continuing Education Program of the San Diego Community College District to enable that student to pursue his/her educational goals. A waiver form (E.4.) is required.
5. **Course Offerings, Class Times, and Location.** The time, location, and course offerings are published in the adult education High School Diploma Program brochure provided to the public. Adult students have enrollment priority.
 6. **Types of Students Served.** The HSDP provides educational opportunities for the following groups of students:
 - a. **Adult students.** Adult students have priority over other students for admission to any adult education class.
 - b. **Concurrently enrolled students.** Students may not enroll in the HSDP to accelerate graduation.
 7. **Administration**
 - a. On-site administration and supervision of the program is provided by the Adult Education Administrator.
 - b. An adult education counselor is assigned to each high school site during diploma program hours.
 8. **Staffing.** District salary and personnel regulations and procedures apply to all persons employed in district adult education programs. All adult education teachers are under the direct supervision of the Adult Education Administrator. High School Diploma Program teachers are hourly employees and may be recruited from within or outside the district.

9. **Independent study** is a voluntary alternative to classroom instruction consistent with the school district's course of study; it is not an alternative curriculum. It provides individual students with a choice of ways to acquire the values, skills, and knowledge all students should gain as specified in a written agreement. Independent study in adult education can be part of, be separate from, or be in addition to a regular classroom program. Independent study in adult education is offered only for academic courses leading to the high school diploma.
10. **Course Credits and Graduation**
- a. Students earn a regular district diploma from the high school where the program is located.
 - b. Students must complete the same course requirements as continuation high school students (see Procedure 4470). High school credits are earned on completed coursework.
 - c. Any course in the *Course of Study, K-12* (except physical education), may at some time be offered with the district diploma program as long as it has (1) received prior approval from the Board of Education, and (2) is in accordance with state regulations governing adult education programs. (A list of current approved High School Diploma Program courses is available from the Adult Education Office.) Each district adult education course is assigned a number in accordance with the California Adult Education Course Classification and Coding System.
11. **Medical Clearances.** Students are required to have the same medical clearances as students in the regular program (see Procedure 6355).

D. IMPLEMENTATION

1. **Enrollment/Attendance Accounting**
 - a. **Enrollment.** Number of students enrolled in total program at end of specified HSDP session. Session enrollment is computed from "High School Diploma Program Concurrent Student Enrollment Form" (E.1.) and "High School Diploma Program Adult Student Enrollment Form" (E.2.). HSDP counselor at end of session submits enrollment on "High School Diploma Program Active Enrollment and Attendance Report" (E.5.).

- b. **Attendance.** All instructors keep daily positive attendance records via class sign-in sheets. HSDP counselor submits attendance reports to the Adult Education Office using “High School Diploma Program Active Enrollment and Attendance Report” (E.5).
- c. **Independent study.** Refer to *High School Diploma Program Handbook* (E.8.), pages 2 and 8, for implementation of enrollment and attendance procedures.
 - (1) A written independent study agreement (E.6.) shall be executed for each participating student.
 - (2) Apportionment credit is determined by supervising teacher at end of each HSDP session, based on completed assignments.
 - (3) Attendance for independent study is kept on a separate attendance register (E.7.) and may not exceed three hours per day for each student.
2. **High School Diploma Program courses** must be approved by the Board of Education *prior to being offered*. The Adult Education Administrator initiates course approval process.
3. **Student Enrollment.** Adult students have enrollment priority for all classes.
 - a. **Adult Students, ages 16 and 17**
 - (1) All 16- and 17-year-old students must be referred to HSDP via an “In Lieu of Attending Continuation School” form (E.3) with CSR attached. Parent/guardian must sign form.
 - (2) Secondary program counselor mails or delivers original copy of “In Lieu of Attending Continuation School” form to HSDP counselor. Sending counselor also gives student a copy in case student arrives before original.
 - (3) When student arrives at HSDP site, an HSDP counselor or clerk completes a “High School Diploma Program Adult Student Enrollment Form” (E.2.).
 - (4) Once student is enrolled, if HSDP site is not a successful placement, HSDP counselor sends a referral letter to parent/guardian indicating which secondary school site will be responsible for student’s next placement.

- (5) If student fails to arrive at HSDP site, HSDP counselor contacts parent/guardian; if student does not attend within five days after contact has been made, he/she is considered a “no show,” placement is cancelled, and “In Lieu of Attending Continuation School” form (E.3.) is sent back to originating secondary school site for follow-up.

b. **Adult students, 18 and over**

- (1) Students age 18 or older, *not* concurrently enrolled in high school, enroll on a “High School Diploma Program Adult Student Enrollment Form” (E.2.).
- (2) In certain cases, a waiver form is required from San Diego Community College District for students 20 years old or older (see Procedure 4400).

c. **Concurrent students.** All concurrent enrollment in adult education classes is voluntary.

- (1) Secondary program counselor and student review student’s educational program and identify specific courses student needs to make up credit deficiencies for graduation. **Note:** Concurrent students may *not* enroll in HSDP to accelerate graduation.
- (2) If space is available, site counselor completes “High School Diploma Program Concurrent Student Enrollment Form” and attaches student’s current CSR. Parent/guardian completes and signs enrollment form and returns it to counselor.
- (3) Signatures of secondary program counselor and parent/guardian on “High School Diploma Program Concurrent Enrollment Form” are documentation of counseling session and voluntary enrollment.
- (4) Secondary program counselor or student forwards enrollment form to HSDP counselor.

E. FORMS AND AUXILIARY REFERENCES (Unless otherwise indicated, all items not in the Stock Catalog are available through the Adult Education Office.)

1. High School Diploma Program Concurrent Student Enrollment Form.

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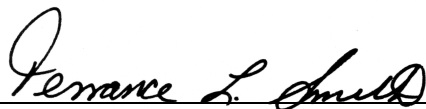
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2. High School Diploma Program Adult Student Enrollment Form.
3. In Lieu of Attending Continuation School, Stock Item 22-A-6400.
4. Waiver Form For Students to enroll in Continuing Education High School Diploma Program, Stock Item 22-A-1370.
5. High School Diploma Program Active Enrollment and Attendance Report.
6. Adult Education Independent Study Master Agreement.
7. Adult Education Independent Study Contract and Attendance Register.
8. High School Diploma Program Handbook.
9. Adult Education Handbook for California (available from California Department of Education).

F. REPORTS AND RECORDS

1. Program administrators submits district reports (Section D).
2. Adult Education Administrator supervises all adult education staff and maintains attendance, personnel, and material purchase records.
3. Secondary site administrator maintains student records of credits earned in the district's High School Diploma Program for high school graduation.

G. APPROVED BY



Chief of Staff, Terrance L. Smith
For the Superintendent of Public Education