



LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN

TITLE: Middle School Culmination Activity and Certificate of Completion

NUMBER: BUL-3815.3

ISSUER: Frances Gipson, Ph.D., Chief Academic Officer
 Division of Instruction

Jesus Angulo, Director
 Academic & Counseling Services

DATE: June 14, 2016

ROUTING
 Local District Superintendents
 Local District Directors of Instruction
 Local District Counseling Coordinators
 Middle School Principals
 Middle School Assistant Principals & Coordinators
 Middle School Teachers
 Middle School Counselors

POLICY: This bulletin outlines the standardized criteria for issuing a Middle School Certificate of Completion and for participation in the Middle School Culmination Activity. The policy will be effective for Middle School students culminating in Spring of 2017 and will continue for all Middle School students thereafter.

MAJOR CHANGES: This version replaces BUL-3815.2, dated August 24, 2015. Major changes include standardized criteria for earning a Certificate of Completion and participating in the culmination activity. Seventh grade marks will not be factored into culmination eligibility. As a benchmark towards high school graduation criteria, students must earn a minimum of fifty credits in the eighth grade with marks of “D” or better. All courses will factor into the middle school culmination criteria.

PROCEDURES: I. **CRITERIA FOR MIDDLE SCHOOL CERTIFICATE OF COMPLETION AND PARTICIPATION IN CULMINATION ACTIVITY**

Beginning with students culminating in spring 2017, the Certificate of Completion and participation in the culmination activity will be determined by receiving a mark of “D” or better in eighth grade. All subject areas will be considered for eligibility. Students must earn a total of 50 credits during their 8th grade year to be eligible for a Certificate of Completion.

Grade 8:

- Students earn 5 credits for passing each semester course with a mark of “D” or better.



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Fall 8 th Grade		Spring 8 th Grade	
Courses	Credits	Courses	Credits
English 8A	5	English 8B	5
CC Math 8A/ ACC CC Alg 1	5	CC Math 8B/ ACC CC Alg 1	5
US Hist G&C A	5	US Hist G&C B	5
Science-8A	5	Science 8B	5
Int PE A	5	Int PE B	5
Elective/ ELD	5	Elective/ELD	5
Total Credits Possible	30		30

If a student transfers into an LAUSD middle school or span school for the first time in the second semester of eighth grade, the principal or designee will evaluate student culmination eligibility based on the possible credits attempted and earned from the date of entry into the school.

Schools may set additional school-site criteria, including behavior, work habits and attendance, for participation in the culmination activity as long as they inform all students and parents/guardians during their 6th and or 7th grade year.

Schools that choose to set their own criteria must complete and submit attachment D to their Local District Instructional Director and Superintendent for approval by the eighth week of the fall semester.

Schools that set their own criteria must edit attachment A.
A sample Certificate of Completion is included on attachment C.



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II. COMMUNICATION WITH PARENTS/GUARDIANS

The school's culmination policy shall be communicated to students and parents/guardians on a yearly basis at the beginning of the school year. Information shall also be available at a minimum of two additional times at school events and meetings such as grade level meetings, Back-To-School night and Open House.

For verification purposes, students and parents/guardians shall be informed annually of the policy during registration, using the parent letters (attachment A) and the policy should be emphasized during each IGP Conference.

Verification of annual parent communication shall be completed annually by the principal or designee. The principal shall submit the completed verification form (attachment B) to their local district director no later than the 8th week of the fall semester annually.

III. SUPPORT FOR SUCCESSFUL COMPLETION OF REQUIREMENTS

In order to provide middle school students with the opportunity to meet the requirements for a certificate of completion and to participate in the culmination activity, schools need to establish a support system for their students. Some options include:

- A. Identify at-risk students early and enroll them in appropriate intervention courses
- B. Provide academic intervention programs during the school day
- C. Institute an attendance recovery program
- D. Celebrate and reinforce student achievement
- E. Provide guidance lessons to students addressing topics to promote success such as study skills, time management and classroom behavior
- F. Ensure frequent and consistent school to home communication
- G. Initiate clubs and/or activities that promote a college-going culture
- H. Establish an adult mentoring program for at-risk students

IV. APPEAL PROCESS

If a student does not meet the minimum culmination activity or certificate of completion requirements, the student or parent/guardian may appeal by following the procedures listed below. Considerations may include extenuating circumstances that affect attendance and/or academic achievement or demonstrating significant improvement in the eighth grade.



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A. School-site Level

1. A Culmination Appeals Committee shall be convened at the school to review appeals. At a minimum, the committee must include a counselor, a school-site administrator and a teacher.
2. A student or parent/guardian must submit a written request to the Appeals Committee stating why the student did not meet the requirements for the certificate or for participating in the culmination activity.
3. The committee response shall be provided in writing and by telephone within three school days following the appeal.
4. If the parent/guardian does not agree with the Committee's decision, they may appeal to the school site principal within 3 days by telephone or in writing.
5. A decision by the principal will be made within three school days following the appeal.

B. Local District Level

1. If the parent/guardian does not agree with the school's decision, they may appeal to the Local District within three school days of receiving the school sites appeal decision.
2. The Local District decision is final and will be provided by phone and in writing within one school day following the appeal.

AUTHORITY: This is a policy of the Los Angeles Unified School District and the Division of Instruction.



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ASSISTANCE: For additional information, contact your Local District K-12 Counseling Coordinator at the following Local Districts:

- Local District Central (213) 241-0100
- Local District East (323) 224-3100
- Local District Northeast (818) 252-5400
- Local District Northwest (818) 654-3600
- Local District South (310) 354-3400
- Local District West (310) 914-2100

Or you may call the Office of College and Career Education at (213) 241-7510.



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ATTACHMENT A

PARENT LETTER REGARDING NEW MIDDLE SCHOOL CULMINATION
AND CERTIFICATE OF COMPLETION POLICY

Date: _____

Dear Parent/Guardian:

LAUSD has adopted a Middle School Culmination Activity and Certificate of Completion policy effective starting with the class of students culminating in 2017. This policy defines the criteria for issuing a Middle School Certificate of Completion and for students to participate in the Middle School Culmination Activity. It supports student achievement and guides students in preparing for matriculation from middle school to high school.

To participate in the culmination activity, eighth grade students must meet all LAUSD requirements and school-site criteria to earn a Certificate of Completion.

^ To earn a Certificate of Completion, students will be evaluated based on the marks and credits earned in the eighth grade. Students will earn 5 credits for passing each semester course with a 'D' or better. Grades from all subject areas will be used to determine credits earned in eighth grade.

^ Students must earn 50 credits to be eligible for the Certificate of Completion.

Students and parents/guardians will discuss this policy during the Individual Graduation Plan (IGP) conferences. We will work closely with you and your child to promote academic achievement.

If you have questions about the Culmination Activity and Certificate of Completion policy, contact your child's counselor _____ at _____.

Sincerely,

Principal

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PLEASE RETURN THIS SIGNED FORM TO YOUR CHILD'S COUNSELOR

I have read the attached letter and discussed the requirements for the Certificate of Completion and the culmination activity with my child. We will discuss this again at the Individual Graduation Plan conference. If I have any questions, I will contact you.

Student's Name: _____ Date of Birth: _____

Parent's/Guardian's Name: _____



CARTA A LOS PADRES DE FAMILIA SOBRE LAS NUEVAS NORMAS PARA LA GRADUACIÓN DE LA ESCUELA INTERMEDIA Y EL CERTIFICADO DE TERMINACIÓN DE ESTUDIOS

Fecha: _____

Estimados padres de familia/tutores legales:

El LAUSD ha adoptado una norma de *Actividad de Graduación de Escuela Intermedia y Certificado de Terminación de Estudios* que entra en vigor con los alumnos que culminarán en el 2017. Estas normas definen los criterios para otorgar un Certificado de Terminación de Estudios de la Intermedia y para que los alumnos puedan participar en la Actividad de Graduación de la Escuela Intermedia. Dichas normas apoyan el aprovechamiento académico y guían a los alumnos al prepararlos para la transición de la intermedia a la preparatoria.

- ▲ Para obtener un Certificado de Terminación de Estudios, se evaluará a los alumnos en base a las calificaciones obtenidas en el octavo grado. Los estudiantes recibirán 5 créditos por cada curso de un semestre con una calificación de ‘D’ o más. Todas las materias formarán parte del criterio.
- ▲ Los alumnos deben acumular 50 créditos para recibir el Certificado.

Para participar en la culminación los alumnos de octavo grado deben satisfacer todos los requisitos del LAUSD para obtener un Certificado de Terminación de Estudios. Las escuelas podrán fijar criterios adicionales para su plantel en particular, incluidos los hábitos de trabajo, la conducta y la asistencia para que los alumnos puedan participar en la actividad de graduación.

Los alumnos y los padres/tutores discutirán estas normas durante las conferencias sobre el Plan Individual de Graduación (IGP, por sus siglas en inglés). Colaboraremos de cerca con usted y su hijo(a) para fomentar el aprovechamiento académico.

Si usted tiene preguntas acerca de las normas sobre la Actividad de Graduación y el Certificado de Terminación de Estudios, comuníquese con el consejero de su hijo(a)

_____ al _____.

Atentamente,

Director(a)

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FAVOR DE DEVOLVERLE ESTE FORMULARIO CON SU FIRMA AL CONSEJERO DE SU HIJO(A)

He leído la carta adjunta y he hablado con mi hijo(a) sobre los requisitos del Certificado de Terminación de Estudios y la actividad de graduación. Trataremos esto de nuevo en la conferencia del Plan Individual de Graduación. Si tengo alguna pregunta, me comunicaré con usted.

Nombre y apellido del alumno: _____ Fecha de nacimiento: _____

Nombre y apellido del padre/madre/tutor legal: _____

Firma del padre/madre/tutor legal: _____ Fecha: _____



**LOS ANGELES UNIFIED SCHOOL DISTRICT
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ATTACHMENT B

**VERIFICATION OF COMMUNICATION WITH PARENTS
ABOUT THE MIDDLE SCHOOL COMPLETION REQUIREMENTS**

School Name:			
	6th graders	7th graders	8th graders
Number of Parent/Guardian Letters Sent to:			
Percent of Parent/Guardian Letters Returned from:			
List of ways you will communicate these requirements with students and parents/guardians			

Contact Person: _____ Title: _____

Date: _____

Send this completed form annually to your Local District Director no later than the 8th week of the fall semester.



LOS ANGELES UNIFIED SCHOOL DISTRICT
Certificate of Completion

This certificate is awarded to

Who has satisfactorily completed the Course of Study
for grade eight as prescribed by the Los Angeles Unified School District

This __ of June, two thousand ____



Principal

BUL-3815.3
Division of Instruction

June 14, 2016

Counselor

