

# ADMINISTRATIVE REGULATION

Placentia-Yorba Linda Unified School District

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Students

5128.6 - AR

## REQUIREMENTS FOR GRADUATION FROM COMPREHENSIVE HIGH SCHOOL (INTERNET INDEPENDENT STUDY)

A. Purpose

To provide procedures for administration of the requirements for graduation from a comprehensive high school policy, specifically related to credits earned in Internet Independent Study subsequent to enrollment in a district high school.

B. General

1. Internet Independent Study course offerings are an alternative to classroom instruction provided by PYLUSD.
2. Internet Independent Study course offerings from providers other than PYLUSD must be from an accredited provider.
3. The Assistant Superintendent of Educational Services or his/her designee is responsible for the monitoring of Internet Independent Study courses.
4. All applicants for Internet Independent Study course work must receive prior approval by the students' home school principal or designee.
5. Application for Internet Independent Study course work must be made at least two weeks prior to the start (including summer school) of the course that will be taken.
6. The school shall maintain an Internet Independent Study file for each student enrolled in a program. That file shall include, but not be limited to the following:
  - a. A copy of the application and/or agreements pertaining to the student
  - b. Related reports from approved institutions.
7. PYLUSD students may take Internet Independent Study classes that fall within the parameters described below:
  - a. Students may take academic core classes for remediation only (not for original credit).
  - b. Students may take electives for academic acceleration, subject to approval by principal or designee.

- c. Students may make up “D” grades in a core subject not available in summer school, subject to approval by principal or designee.
  - d. Students may take courses when they have impacted schedules
8. Each school site will determine if the approved Internet Independent Study course will affect a student’s eligibility toward meeting prerequisites regarding placement in Honors, AP and IB classes. Any impact the approved Internet Independent Study course may have on Valedictorian and Salutatorian will be determined by each school site.
- a. Internet Independent Study grades and credits will be reflected on student’s transcripts and calculated in their grade point average (g.p.a.).
  - b. An out-of-district designation will be applied to Internet Independent Study course work taken outside of PYLUSD.

C. Requirements

This Internet Independent Study Policy applies to students in grades 9-12.

- 1. For an Internet Independent Study course to be accepted, the course must be provided by a WASC or similar accredited institution (list will be provided).
- 2. Students may transfer a maximum of 20 credits total from accredited Internet Independent Study institutions to count toward PYLUSD graduation.
- 3. Students will have a maximum of one year to complete the Internet Independent Study course from the date their application was approved and signed.
- 4. An application must be completed, and all signatures must be obtained 2 weeks before participating in an Internet Independent Study education course of study.
- 5. All conditions of the application must be completed and an official transcript received by the school registrar before the grade or credit will be issued.
- 6. Failure on the part of the student, parents, or guardian to meet any terms of the contract may result in the forfeiture of the privilege of the program.

D. Procedures for Internet Independent Courses

- 1. Students shall obtain application forms for the Internet Independent Study course from the school principal or designee.
- 2. The student, parent or guardian shall complete all sections of the application.
- 3. The application shall be presented to the principal or designee for signature two weeks prior to the start (including summer school) of the course that will be taken.
- 4. The principal or designee shall communicate information regarding acceptance or denial to the applicant.

5. The accepted student has one year from the receipt of the approved application to complete the approved course(s).
6. One (1) copy of the application shall be retained by the parent/guardian, one (1) copy shall be retained in the principal's or designee's office and (1) copy retained in the counselor's office.
7. Only upon receipt of an official transcript, the school registrar or clerk will post the grade on the student's permanent record card.

Approved: 7/23/07

# PLACENTIA – YORBA LINDA UNIFIED SCHOOL DISTRICT

## INTERNET INDEPENDENT STUDY

### APPLICATION

DATE: \_\_\_\_\_

Student Name: Last \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_ Student ID \_\_\_\_\_

School of Residence \_\_\_\_\_ Grade \_\_\_\_\_ Counselor \_\_\_\_\_

Course Title: \_\_\_\_\_ Semester you plan to take the Internet Independent Study Course:

Fall                       Spring                       Summer                      School Year \_\_\_\_\_

Name of the Independent Study Provider: \_\_\_\_\_

The Internet Independent Study Provider named above is accredited through the following agency:  
(Placentia-Yorba Linda Unified School District is not responsible for the proctoring of tests or ensuring UC/CSU approval)

Number of credits you will earn in the above named course: \_\_\_\_\_

Number of Internet independent study credits already earned: \_\_\_\_\_

Reason(s) for taking the Internet Independent Study Course: \_\_\_\_\_

The above-named student has requested the opportunity to participate in Internet Independent Study. The following are terms of this application:

1. The student applicant is enrolled as a full time student in grades 9-12 in the Placentia-Yorba Linda Unified School District.
2. The student applicant agrees to meet all terms of this application, and the policy, regulations, and procedures of the Placentia-Yorba Linda Unified School District.
3. The student applicant agrees that the failure on the part of the applicant to meet any terms of the application may result in the termination of this application.

**We have read and agree with the conditions within this Application.**

Applicant's Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Applicant \_\_\_\_\_ Date \_\_\_\_\_

Principal or Designee \_\_\_\_\_ Date \_\_\_\_\_

Approval:            yes \_\_\_\_\_            no \_\_\_\_\_            Date \_\_\_\_\_

Placentia-Yorba Linda Unified School District Policy prohibits any person from participating in Internet Independent Study without proper completion and execution of this application.

*Failure to meet these terms may result in forfeiture of the privilege of the program.*