



**LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN**

TITLE: Middle School Culmination Activity and Certificate of Completion

NUMBER: BUL-3815.2

ISSUER: Dr. Ruth Pérez, Deputy Superintendent
Division of Instruction

Angela Hewlett-Bloch, Director
Instructional Operations

DATE: August 24, 2015

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 Schools students culminating in Spring of 2016 and will continue for all Middle School students thereafter.

MAJOR CHANGES: This version replaces BUL-3815.1, dated January 14, 2014. Major changes include standardized criteria for earning a Certificate of Completion and participating in the culmination activity. As a benchmark towards High School graduation criteria, the marks of “D” or better in English, math, social studies and science provide the basis of the criteria. Additionally, physical education and English Language Development (ELD) courses will factor into the middle school culmination criteria.

PURPOSE: This policy aligns with the belief that all students can learn, are capable of mastering middle school standards and passing all classes. It supports student achievement and identifies criteria that will guide the student in preparing for matriculation from middle school to high school. Middle school students need to be prepared to meet the requirements for high school, including passing the high school exit exam and meeting the minimum A-G Requirements with grades of “D” or better. The Certificate of Completion and the Culmination Activity policy was developed to provide district-wide consistency.

PROCEDURES: I. CRITERIA FOR MIDDLE SCHOOL CERTIFICATE OF COMPLETION

Beginning with students culminating in Spring of 2016, the certificate of completion and participation in the culmination activity will be determined based on the marks earned in the core subjects of English/ELD, math,



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social studies and science in seventh and eighth grades. Marks earned in PE will also be part of the criteria. Eligible students will earn a district approved Certificate of Completion. Students must earn 21 points out of the possible 30 points to be eligible for a Certificate of Completion.

Grade 7:

- Students earn one point for each semester course in English/ELD, math, social studies, science and PE with a mark of “D” or better.

Grade 8:

- Students earn two points for each semester course in English/ELD, math, social studies, science and PE with a mark of “D” or better.
- A minimum of 8 points must be earned in the Spring of 8th grade.

7 th Grade				8 th Grade			
Courses	Points D or better	Courses	Points D or better	Courses	Points D or better	Courses	Points D or better
English 7A or ELD*	1	English 7B or ELD*	1	English 8A or ELD*	2	English 8B or ELD*	2
7 th Grade Math	1	7 th Grade Math	1	8 th Grade Math	2	8 th Grade Math	2
WHG: Med/Mod A	1	WHG: Med/Mod B	1	US Hist G&C A	2	US Hist G&C B	2
Science 7	1	Health JH	1	Science 8A	2	Science 8B	2
Beg PE A	1	Beg PE B	1	Int PE A	2	Int PE B	2
Total Points Possible	5		5		10		10

* Note: For students who are enrolled in both Sheltered (SH) core English and ELD, the SH English course counts for this point system. If students are in a double block ELD class, they will only receive points for one period.

If a student transfers into an LAUSD middle school or span school in the seventh or eighth grade for the first time, the principal or designee will evaluate the student based on the points possible to earn from the date of entry into the school.



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II. COMMUNICATION WITH PARENTS/GUARDIANS

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

For verification purposes, students and parents/guardians shall be informed 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 in MISIS by the Principal or designee no later than the first Friday in November annually. For the 2015-16 school year, the principal shall complete the verification form and submit to their Local District Instructional Director by November 6, 2015.

III. CRITERIA FOR MIDDLE SCHOOL PARTICIPATION IN THE CULMINATION ACTIVITY

Eighth grade students must meet all LAUSD requirements to earn a Certificate of Completion in order to participate in the culmination activity. Schools may set alternative 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 the 6th 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.

Schools that set their own criteria may edit Attachment A of this document. A sample Certificate of Completion is included on Attachment C.

IV. 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



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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. Communicate frequently and consistently with parents/guardians about their child's academic progress
- G. Set-up clubs and/or activities that promote a college-going culture
- H. Establish an adult mentoring program for at-risk students

V. 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.

A. School-site Level

1. The student or parent/guardian writes a letter to the Principal stating why the student did not meet the requirements for the certificate or for participating in the culmination activity.
2. 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.
3. The Principal will review, approve and sign the letter stating the committee's decision.
4. The committee response shall be provided in writing and by phone within three school days following the appeal.

B. Local District Level



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1. If the parent/guardian does not agree with the school's decision, he/she may appeal to the Local District Instructional Director by sending a letter within three school days of receiving the school site appeals decision.
2. The Local District Instructional Director will convene a committee to review the appeal. The Local District Superintendent will sign the letter communicating the decision. This 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..

ASSISTANCE: For additional information, contact your Local District Counseling Coordinator 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:

The Los Angeles Unified School District believes that all students can learn and are capable of mastering middle school standards and passing all classes. Your students will be expected to meet the minimum A-G requirements with marks of “D” or better to graduate from high school. LAUSD has adopted a *Middle School Culmination Activity and Certificate of Completion* policy effective starting with the class of students culminating in 2016.

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 earn a Certificate of Completion, students will be evaluated based on the marks earned in the core subjects of English/ELD, math, social studies and science in seventh and eighth grades. Marks earned in physical education will also be part of the criteria.

- ▲ In 7th grade, students will earn one point for each semester course in English/ELD, math, social studies, science and PE with a mark of “D” or better.
- ▲ In 8th grade, students will earn two points for each semester course in English/ELD, math, social studies, science and PE with a mark of “D” or better. Students must earn 8 points during the spring semester of 8th grade.
- ▲ Students must earn 21 points out of the possible 30 points to be eligible for the Certificate.

To participate in the culmination activity, eighth grade students must meet all LAUSD requirements to earn a 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: _____

Parent's Guardian's Signature: _____

Date: _____



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

Fecha: _____

Estimados padres de familia/tutores:

El Distrito Escolar Unificado de Los Ángeles (LAUSD) considera que todos los alumnos pueden aprender y son capaces de dominar las normas de la secundaria media y de aprobar todas las clases. Se exigirá que los alumnos cumplan con los requisitos mínimos de A-G con una calificación de “D” o más para poder graduarse de la preparatoria. El LAUSD ha adoptado una norma de *Actividad de Graduación de Secundaria Media y Certificado de Terminación de Estudios* que entra en vigor con los alumnos que culminarán en el 2016.

Estas normas definen los criterios para otorgar un Certificado de Terminación de Estudios de Secundaria Media y para que los alumnos puedan participar en la Actividad de Graduación de la Secundaria Media. Dichas normas apoyan el aprovechamiento académico y guían a los alumnos al prepararlos para la transición de la secundaria media a la preparatoria.

Para obtener un Certificado de Terminación de Estudios, se evaluará a los alumnos en base a las calificaciones obtenidas en las materias básicas de inglés/ELD, matemáticas, ciencias sociales, y ciencias naturales en séptimo y octavo grados. Las calificaciones obtenidas en educación física también formarán parte de los criterios.

- Alumnos del séptimo grado ganarán un punto por cada curso de un semestre en inglés/ELD, matemáticas, ciencias sociales, ciencias naturales y educación física con una calificación de “D” o más.
- Alumnos del octavo grado ganarán dos puntos por cada curso de un semestre en inglés/ELD, matemáticas, ciencias sociales, ciencias naturales y educación física con una calificación de “D” o más. Los alumnos deben acumular 8 puntos durante el Segundo semestre del octavo grado
- Los alumnos deben acumular 21 puntos de un total posible de 30 puntos para recibir al Certificado.

Para participar en la actividad de graduación, 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 estrechamente 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 discutido con mi hijo(a) 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: _____

Firma del padre/madre/tutor: _____

Fecha: _____



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ATTACHMENT B

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

School Name: _____

Number of Parent/Guardian Letters Sent to Sixth Graders: _____

Percent of Parent/Guardian Letters Returned from Sixth Graders: _____

List of ways you will communicate with these requirements with students and parents/guardians:

Contact Person: _____ Title: _____

Date: _____

Send this completed form to Local District Instructional Director

For 2015-2016 school year, due November 6, 2015

Every year thereafter, due the first Friday of November



LOS ANGELES UNIFIED SCHOOL DISTRICT
Certificate of Completion
This certifies that

is awarded this Certificate of Completion for
Eighth Grade Promotion

_ Middle School

Presented this _ day of June, 2016

Principal

Assistant Principal



Request to Implement Alternative Culmination Policy

Culmination Policy for ____ (Name of School) _____

Effective with the culminating class of _____

Description of Culmination Policy:

Submitted by _____
Principal

Date: _____

Approved by _____
Local District Instructional Director

Date: _____

Approved by _____
Local District Superintendent

Date: _____

Include attachments as needed