

CSBA Sample

Administrative Regulation

Awards For Achievement

AR 5126
Students

Note: Education Code 44015 authorizes the Governing Board to give awards to students for "excellence." Before any awards are given under the authority of this law, the Board is mandated to adopt rules and regulations implementing the awards program. The following two paragraphs should be revised to reflect district procedures for selecting student award recipients.

The Superintendent or designee may appoint a committee at each school to consider awards for student accomplishments. This committee may consist of school administrators, teachers, parents/guardians, community members, and student representatives.

(cf. 1220 - Citizen Advisory Committees)

The committee shall submit recommendations for student awards to the Superintendent or designee for approval.

Individual awards in excess of \$200 must be expressly approved by the Governing Board.
(Education Code 44015)

Golden State Seal Merit Diploma

Note: The following optional section is for use by districts that maintain high schools. Education Code 51450-51455 establish the Golden State Seal Merit Diploma which may be awarded by the Superintendent of Public Instruction and the State Board of Education to students identified by the district as demonstrating mastery of the high school curriculum. Although Education Code 51452 and 5 CCR 876 provide that eligibility for the merit diploma is based on students' scores on California Standards Tests (CST) and/or scores on the Golden State Examination (GSE) earned before GSE was repealed in 2003, students graduating in 2008 and beyond are unlikely to have previously earned GSE scores. The California Department of Education's (CDE) web site clarifies that CST scaled scores must be used to demonstrate mastery for receipt of the merit diploma, as provided below.

To be eligible to receive the Golden State Seal Merit Diploma upon high school graduation, a student shall: (Education Code 51451, 51452; 5 CCR 876)

1. Complete all requirements for a high school diploma

(cf. 6143 - Courses of Study)
(cf. 6146.1 - High School Graduation Requirements)
(cf. 6146.11 - Alternative Credits Toward Graduation)
(cf. 6162.52 - High School Exit Examination)

2. Demonstrate mastery of at least six subject areas by earning a scaled score of 370 or above on six separate high school California Standards Tests (CST), including:

- a. One mathematics exam, excluding the Algebra I, General Mathematics, or Integrated Mathematics 1 test
- b. One English language arts exam
- c. One science exam, excluding the grade 10 Life Science exam
- d. The grade 11 history-social science exam (United States history)
- e. Two additional CSTs of the student's choice, which may, but are not required to, include additional exams in mathematics, English language arts, science, or history-social science

(cf. 6162.51 - Standardized Testing and Reporting Program)

The Superintendent or designee shall maintain appropriate records to identify students who are eligible for the merit and shall affix an insignia to the diploma and transcript of each student awarded the merit diploma. (Education Code 51454)

(cf. 5125 - Student Records)

Note: The CDE requires each district to annually submit one districtwide insignia request on a form provided by the CDE and signed by the Superintendent. The CDE's web site encourages districts to submit the request far enough in advance of the graduation ceremony date to allow for at least a two-week processing time by the CDE as well as time for district staff to place the insignias on the diplomas. The CDE begins mailing requested insignias the first week of April.

The Superintendent or designee shall submit an insignia request form to the California Department of Education in sufficient time to allow processing of the request prior to the high school graduation ceremony.

Biliteracy Award

***Note: The following optional section is for use by districts that maintain high schools and choose to recognize graduating students' bilingual/multilingual proficiency with an award; see the accompanying Board policy. Additional information is available on the

web site of Californians Together. The following section should be revised to reflect criteria established by the district for student eligibility. ***

To be eligible to receive the district's biliteracy award upon graduation, a student shall:

1. Complete all requirements for a high school diploma, including all English language arts requirements, with an overall grade point average (GPA) of 2.0 or above
2. Demonstrate proficiency in one or more languages other than English, by fulfilling at least one of the following requirements:
 - a. Receive a passing score of 3 or higher on the Advanced Placement or International Baccalaureate exam for foreign language

(cf. 6141.5 - Advanced Placement)

Note: Pursuant to Education Code 51243-51245 and 5 CCR 1632, districts are required to grant credit toward high school graduation for foreign language studies completed in a private school; see BP/AR 6146.11 - Alternative Credits Toward Graduation.

- b. Successfully complete a four-year course of study in the same foreign language, attaining an overall GPA of 3.0 or above in those courses
 - c. Pass a district-established foreign language exam, when available, at a proficient level or higher
 - d. Pass a foreign government's approved language exam and receive a certificate of competency for that language from the authorizing government agency

(cf. 6142.2 World/Foreign Language Instruction)

The Superintendent or designee shall annually distribute information about the eligibility requirements for the award and the application process to students in grade 12.

The Superintendent or designee shall affix an insignia to the diploma of each student awarded the biliteracy award.

Scholarship and Loan Fund

Note: The following section is for use by districts that have established a scholarship and loan fund pursuant to Education Code 35310-35319. Districts that have not established such a program should delete this section.

The district's scholarship and loan fund shall be administered by a district committee composed of Board members, the Superintendent, and other community, faculty,

administrative, and/or student representatives as determined by the Board. (Education Code 35310)

Note: Pursuant to Education Code 35310, Boards maintaining this fund are mandated to develop rules and regulations specifying the terms of office and method of selection of the committee. The following paragraph should be revised to reflect district practice.

Members of this committee shall be appointed by the Board and shall serve two-year terms.

The Superintendent shall serve as chairperson of the committee and chief executive officer of the fund. The committee shall meet at least once each fiscal year and at other such times as it may be called into session by the Superintendent. (Education Code 35311, 35312)

Scholarship and loan funds shall be deposited, administered, and audited in accordance with Education Code 35314 and 35318.

(cf. 3400 - Management of District Assets/Accounts)
(cf. 3460 - Financial Reports and Accountability)

The committee may accept gifts, donations, and bequests made for the purposes of the fund. The committee also may prescribe conditions or restrictions on these gifts and bequests. The committee shall review any conditions imposed by the donor and make a recommendation to the Board as to the compatibility of such conditions with the intent and purpose of the fund. The Board may prohibit the committee from accepting any donation under conditions it finds incompatible with the fund's intents and purposes. (Education Code 35313)

(cf. 1260 - Educational Foundation)
(cf. 3290 - Gifts, Grants and Bequests)

Note: Education Code 35316 mandates that districts maintaining this fund adopt regulations governing applications, provided such regulations do not limit student eligibility based on any conditions listed in Education Code 220; see BP 0410 - Nondiscrimination in District Activities and Programs. The following paragraph may be expanded to describe the district's application procedures, such as the deadline for the receipt of the application, materials that must be submitted with the application (e.g., letters of reference), or other criteria for consideration of an award under the fund.

The Superintendent or designee shall establish rules governing applications for scholarship and/or loans from the fund. (Education Code 35316)

(cf. 0410 - Nondiscrimination in District Activities and Programs)

The Superintendent or designee shall report to the Board at least annually regarding the

status and activity of the fund. (Education Code 35319)

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