



# Huntington Beach Union High School District Board Policies and Administrative Regulations

AR 6178.2  
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## Instruction

### External Courses

#### 1. Purpose and Scope

To implement Board Policy 6178.2 regarding external education courses.

#### 2. Regulation

- A. External course work must be completed with a letter grade (A, B, C, D, or F).
- B. Verification of all course work must be submitted to the registrar of the local school within two weeks following completion of the semester for which external course work was approved.
- C. Students transferring into the district shall not have transferring courses meet any of the graduation requirements of the district when such course, irrespective of title, provides instruction in religious principles or advocates the doctrine of any particular church or sect.
- D. Students transferring to the district shall not have credit for courses taken at a school outside the district unless the prior school offers unit credits for the course work, forwards an official transcript, and is accredited by Western Association of Schools and Colleges or, by a regional accreditation agency.  
(cf. 5111 - Admission)

External Education Courses (continued)

E. Instruction offered by out-of-district facilities:

(1) Concurrent instruction in out-of-district high school

- (a) District students who are concurrently enrolled at an out-of-district high school shall not receive transferable high school credit for any course or receive a waiver of any district requirements for the completion of any such course, unless an administrator has granted a pre-approved exception.
- (b) Prior approval for external credit is required by an administrator before a student enrolls in the out-of-district school.
- (c) Acceptance of course credits and grades or waiver of subject requirement will be granted at the discretion of the Superintendent or designee, in accordance with the California Education Code.

(2) Private instruction in physical education:

- (a) Students who have achieved national recognition or ranking in athletics, and who are currently in training for national or international competition, may be granted a deferment of the physical education graduation requirement. Unit credit will not be granted.
- (b) Students with parental permission must request an application form from the Guidance Department at his/her school prior to, or at the beginning of, the semester in which the student is requesting a ~~waiver~~ deferment.

External Education Courses (continued)

- (c) Application must be accompanied by a letter from the national federation of the sport in which the student is competing, verifying the national standing of the student and the approved participation in national or international competition.
  - (d) Completed application shall be filed with the Guidance Department for approval by principal or designee prior to, or at the beginning of, the semester in which the student is requesting ~~waiver~~ deferment.
- (3) Instruction in world language:
- (If all conditions and standards outlined in California State Administrative Code, Title V, Section 1632, are met, credit for world language studies in a private school shall be granted.)
- (a) A maximum of 40 units of credit will be granted in a language not offered by the district.
  - (b) Student with parental permission must request an application form from the Guidance Department at his/her school prior to, or at the beginning of the semester in which the student is receiving credit.
  - (c) Private school must have received accreditation from the district and appear on the list of approved schools, which will also define the approved number of equivalent levels of instruction.
  - (d) Completed application shall be filed with the Guidance Department, for approval by principal or designee, prior to, or at the beginning of the semester in which the student is requesting credit.

External Education Courses (continued)

- (e) Any world language completed at a private school and submitted for credit under this section shall not qualify for a weighted course factor.

F. Foreign Study/Travel

- (1) Foreign study/travel programs must be approved by the Council on Standards for International Educational Travel (CSIET) in order to disseminate information on the campuses of the district.
  - (a) Any information must be disseminated in a manner consistent with California Administrative Code, Title 5.
  - (b) Students may attend an approved CSIET foreign exchange educational program. Credits earned while attending this program will be evaluated in accordance with district policy.

Regulation

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