



**CREEKSIDE HIGH SCHOOL / SAN JOAQUIN HIGH SCHOOL
RETURN TO THE TRADITIONAL HIGH SCHOOL POLICY & PROCEDURE**

Dear Student and Parent/Guardian:

If you are a student transferring to Creekside High School from one of the four Irvine Unified School District's traditional high schools (Irvine, Northwood, University, or Woodbridge) and wish to return or transfer back one day, you must meet the criteria discussed below.

POLICY STATEMENT

Only students who meet the stringent return requirements, which are intended to insure the reasonable likelihood of successful graduation, will be recommended for return to the traditional high school from Creekside High School.

REQUIREMENTS SUMMARY

The student will participate in a Student Progress Assessment with the Director of Alternative Education or designee. Key decision-making criteria include: (1) **ACHIEVEMENT** (A credit performance analysis including total credits earned and remaining to be earned - see additional details below); (2) **ATTENDANCE** (Enrolled and attending a minimum of five 95) classes with 90% or better overall attendance, 90% or better individual class attendance with few, if any, unexcused absences or truancies and no habitual tardiness); (3) **ATTITUDE** (Demonstrated strong work ethic and few, if any, disciplinary/behavioral referrals); (4) **AVAILABILITY** of classes at the traditional high school; and (5) **PROGRESS** towards graduation.

CREDITS

The student must (1) complete a minimum of two quarters (one full semester) and earn 15 or more credits, average 3.0 or more credits per class, and attain a minimum overall GPA (grade point average) of 3.00 or greater during the quarter in which the request for return is made. The student must (2) earn 30 or more credits during the semester prior to the possible return.

The following credit-earned target schedule must be met before a recommendation will be considered:

GRADE	END OF SEMESTER	TOTAL MINIMUM CREDITS EARNED	GRADE	END OF SEMESTER	TOTAL MINIMUM CREDITS EARNED
12	7	190.0 or more	10	4	105.0 or more
11	6	160.0 or more	10	3	80.0 or more
11	5	135.0 or more	9	2	40.0 or more
<i>Partial credits in academic courses do not count as part of the credit total.</i>			9	1	20.0 or more

REQUEST

The student and/or parent must indicate in writing to the Director of Alternative Education or designee their desire to return to the traditional high school. This should occur no later than two weeks prior to the beginning of the new semester. The student or parent shall make no contact with a traditional high school at this time.

TIMELINE

Recommendations approving a student returning to the traditional high school shall occur prior to the start of the fall or spring semester (i.e. September and January). There are no mid-semester transfers to traditional high schools.

CAHSEE (California High School Exit Examination)

Prospective seniors wishing to return to the traditional high school at the beginning of semester 7 or 8 must have passed the CAHSEE - California High School Exit Examination.

ALGEBRA I

Prospective seniors wishing to return to the traditional high school at the beginning of semester 7 or 8 must have passed Algebra 1.

CONTRACT

Traditional high schools may set additional return eligibility criteria for returning when the student is referred to CHS. These eligibility criteria will be documented by the traditional high school on the referral document sent to CHS.

If a preliminary assessment of a student appears to meet the above requirements, the Director of Alternative education's designee will complete a referral recommendation. The recommendation will be forwarded to the Director of Alternative Education for final evaluation and determination.

FINAL PLACEMENT DETERMINATION

Although the Director of Alternative Education makes the final return recommendation to the traditional high school, it is the Principal of the traditional high school who makes the final decision for the acceptance and placement of any student requesting transition.

I have read and understand the policy and procedures allowing for return to the traditional high school.

PRINT Last Name, First Name Date Student Signature Date Parent Signature Date



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RETURN CRITERIA CHECKLIST

STUDENT NAME: _____

GRADE: _____

SEMESTER RETURN REQUEST: Fall/September Spring/January-February

LAST HIGH SCHOOL ATTENDED: _____

REQUESTING RETURN TO: _____ HIGH SCHOOL

ACADEMIC CRITERIA:

REQUIREMENT	MEETS THE CRITERIA			
	YES		NO	
Met Minimum Earned Credits TOTAL for grade level semester				
Earned 15 or more credits per quarter				
Earned 30 or more credits in the semester				
Averaged 3.0 or more credits per class				
GPA = 3.00 or better				
CAHSEE Passed (Seniors required to pass both E/LA & MATH)	<input type="checkbox"/> E/LA	<input type="checkbox"/> MATH	<input type="checkbox"/> E/LA	<input type="checkbox"/> MATH

ATTENDANCE CRITERIA:

REQUIREMENT	MEETS THE CRITERIA	
	YES	NO
Enrolled in five (5) classes		
Overall attendance = 90% or better		
Class attendance = 90% or better		
NO habitual tardiness		

SAMPLE

ATTITUDE CRITERIA:

REQUIREMENT	MEETS THE CRITERIA	
	YES	NO
NO significant disciplinary/behavior referrals requiring intervention		
Demonstrated strong classroom work ethic		
Earning accelerated credits beyond what is required		
Earning community experience credits for paid work		
Earning community service credits for volunteer work		

NOTES:

COUNSELOR/EVALUATOR: _____