

LOS ANGELES UNIFIED SCHOOL DISTRICT

Hubert Howe Bancroft Middle School Performing Arts & STE[+a]M Magnet

929 N. Las Palmas Avenue, Los Angeles, CA 90038

Phone: 323/993-3400 Fax: 323/461-8246

MICHELLE KING
Superintendent of Schools

CHERYL HILDRETH
Instructional Superintendent, ESC-West

MARIA ELENA RICO-AGUILERA
Principal

August 10, 2016

Dear Parent/Guardian of _____:

The Los Angeles Unified School District believes that all students can learn and are capable of mastering the middle school standards and passing all classes. Your students will be expected to meet the minimum A-G requirements with the marks of "D" or better to graduate from high school. In support of student achievement, this policy defines the criteria for issuing a Middle School Certificate of Completion and for students to participate in the Middle School Culmination Activity.

REQUIREMENTS FOR MIDDLE SCHOOL CERTIFICATE OF COMPLETION

LAUSD Bulletin 3815.3 sets forth the requirements for participation in the Culmination Activity and issuance of a Certificate of Completion. Students must meet all LAUSD requirements and school site criteria to earn a Certificate of Completion. Beginning with students culminating in spring 2017, the Certificate of Completion and participation in the culmination activity will be determined by receiving a mark of "D" or better in eighth grade. **Students must earn a total of 50 out of the possible 60 credits during their eighth grade year to be eligible for a Certificate of Completion.**

REQUIREMENTS FOR PARTICIPATION IN CULMINATION CEREMONY

1. Students must earn 50 credits out of the possible 60 credits to be eligible for the Certificate of Completion. **(Students will earn 5 credits for passing each semester course with a "D" or better; grades from all subject areas will be used to determine credits earned in eighth grade)**
2. Students may not receive more than 4 U's in **COOPERATION** and/or **WORK HABITS** on the final spring report card. **(Three (3) unexcused tardies to a class will earn a "U" in Work Habits; tardies are cumulative from the first day of school)**
3. Students must clear all school **debts including library, textbooks, attendance, and detentions.**
4. Students must **not sustain any serious disciplinary infractions** during the 8th grade year.
5. Students must abide by school and District policies with respect for student conduct and school property.
6. **Students may NOT exceed a total of ten (10) unexcused tardies in A SCHOOL YEAR, for eligibility in any school activity including Culmination Ceremony.** Refer to LAUSD Student/Parent Handbook for district attendance policy.

If you have any questions regarding this matter please feel free to contact Ms. Llamas in the Counseling Office at (323) 993-3400/3416 or mx15422@lausd.net. Thank you.

Sincerely,

Maria Elena Rico-Aguilera
Principal

✂ _____

I have read the 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.

Students Name: _____

Date of Birth: _____

Parents / Guardian Name: _____

Date: _____

PLEASE RETURN THIS SIGNED FORM TO YOUR CHILD'S COUNSELOR MS. LLAMAS