

Graduation Requirements, Exceptions, and Certificates of Completion Policy

The Board of Directors (“Board”) of City Heights Prep Charter High School (“City Heights Prep”) desires to prepare all students to obtain an A-G high school diploma (“Diploma of Graduation”) to enable them to take advantage of opportunities for postsecondary education and/or employment. The Board hereby adopts the following graduation policy for City Heights Prep grades 9 through 12.

Course Requirements:

Generally, to obtain a Diploma of Graduation, students will be required to satisfy A-G requirements, as set forth in City Heights Prep’s Charter Petition. A-G requirements set forth the minimum standards for admission to California State University and University of California (“UC”) colleges. Because the prescribed course of study may not accommodate the needs of some students, City Heights Prep shall provide alternative means for the completion of prescribed courses in accordance with State and federal law and this Policy.

The core curriculum for City Heights Prep students in grades 9 through 12 will include at least the following requirements:

Subject	Years	Potential Courses for Study
a. History/Social Science	2	Two years, including one year of world history, cultures and historical geography and one year of US history or one-half year of US history and one half year of American government or civics.
b. English	4	Four years of college preparatory English that integrates reading of classic and modern literature request and regular writing and practice listening and speaking
c. Math	3	Three years of college preparatory mathematics that include or integrate the topics covered in elementary and advance algebra and two -and three dimensional geometry.
d. Laboratory Science	2	Two years of laboratory science providing fundamental knowledge in at least two of the three disciplines of biology chemistry and physics
e. Foreign Language	2	Two years of the same language other than English or equivalent to the second level of high school instruction
f. Visual and Performing Arts	1	One year of Ethnic Studies Art required (AB 101)
g. College-preparatory Elective	1	One year chosen from the “a-f” courses beyond those used to satisfy the requirements above or courses that have been approved solely in the elective area <ul style="list-style-type: none"> - AVID College Elective required for all students to meet Mental Health SB 244 requirement.

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Diploma of Graduation Requirements:

- In grades 9 – 12, City Heights Prep students will complete 44 semester credits (30 core curriculum semester credits and 14 additional credits) in order to graduate.
 - Students must meet a minimum requirement of C – for all courses completed at City Heights Prep
- Student must submit at least 1 college/university/post-secondary application
- Course credit may consist of college level courses taken at City Heights Prep or elsewhere

Transfer Students:

To determine whether students transferring into City Heights Prep have met course requirements, the School Director/Principal or designee shall establish procedures to evaluate the comparability of courses and/or students' understanding of course content. Such procedures shall include methods for determining the number of years of school attendance, the specific courses completed by the student, and the value of credits earned.

City Heights Prep shall accept for credit full or partial coursework satisfactorily completed by students while attending a public school, a juvenile court school, a private school, or nonpublic nonsectarian school or agency.

Pending evaluation of the transferring student's academic performance, the student shall be placed at the grade level reached prior to enrollment. Within thirty (30) days of enrollment, the School Director/Principal or designee shall complete the evaluation and determine the student's appropriate grade placement.

Diplomas, State Mandated Diplomas Certificates of Completion are issued as indicated below:

- a. City Heights Prep Diploma of Graduation:
 1. All students are intended to work toward a City Heights Prep Diploma of Graduation which is awarded to students who meet University of California "A – G" course requirements as specified above.
 2. Waiver/IP of City Heights Prep Diploma requirements
 - i. State-mandated coursework as outlined in Education Code §51225.3(a)(1) may not be waived. Waivers to other high school graduation requirements adopted by the City Heights Prep Board of Directors may be granted in specific cases with compelling circumstances. In these compelling situations, City Heights Prep students who do not meet University of California "A – G" course requirements specified above may be eligible for a Standard California Diploma when a student has met the minimum graduation requirements outlined in Education Code §51225.3(a)(1).
 - ii. The School Director/Principal has the authority to grant waivers/change course to an In Progress status (IP) and will make the determination in each case. Compelling circumstances may include but are not limited to situations where unforeseen circumstances have prevented a student from completing City Heights Prep required course work. In addition, the School Director/Principal may also consider recommendations from recommendations made by a Student Study Team, a Section 504 team or an Individual Education Plan team.
 - iii. All such waivers must be documented on the School Director/Principal's Waiver /IP of Graduation Requirements Form (Attachment 1), the information filed in the

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student's permanent records folder at the school site, and the form retained at the school.

- iv. IP status of a class will require that a student completes the remainder of the course work at the time of "In Progress" decision, by the 12th week of returning to in person classes. Students will be responsible for completing missing work needed within the 12 weeks to receive a passing grade.

3. Assembly Bill AB 104

- City Heights Prep must exempt students enrolled in their third or fourth year of high school in 2020-21 and who are not on track to graduate in four years from all coursework and other requirements adopted by the governing body that is in addition to the California Minimum High School Graduation Requirements, Education Code Section 51225.3.
- LEA must provide these students the opportunity to complete the California Minimum High School Graduation Requirements to earn a high school diploma. This opportunity may include, but is not limited to, completion of the courses through a fifth year of instruction, credit recovery, or other opportunity to ensure students graduate. This exempts students from completing the additional LEA-adopted high school graduation requirements.
- Families of high school students can submit a Grade Change Form (provided by school) to change letter grades attained during the 2020-21 school year to a Pass(P) or No Pass(NP) grade on the student's transcript without negatively affecting their GPA. The school can change any grade 65% and above to Pass(P) and receive graduation credit for the class. The California State Universities and private postsecondary educational institutions and the University of California should accept transcripts with P/NP grades.

- b. State Mandated Diploma: Minimum 30 credits of the following courses.

Requirements

1. History- 3 years
2. English- 3 years
3. English- 3 years
4. Math- 2 years (Algebra I required)
5. Science- 2 years (biological and physical sciences, no lab science required)
6. Foreign Language/Visual Arts/Career Technical Education- 1 year
 - I. State Mandated Diploma is offered for students with disabilities or qualify for alternative graduation options. By completing the minimum state requirements, students will be able to receive a State Mandated Diploma option.
 - II. This diploma is not applicable for four year universities such as UC or CSU schools, but will still allow students to attend secondary education at the community college level.
 - III. Passing minimum course requirement with a D- or above.
 - IV. Students may not automatically obtain State Mandated Diploma because of their disability.
 - V. Students receiving a State Mandated Diploma are eligible to participate in commencement ceremonies.

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c. Certificates of Completion:

1. Certificates of Completion are available to students who earn sufficient credits but either (1) do not meet A-G requirements or (2) who are non-diploma-bound receiving special education services.
2. Non-diploma bound special education students will (1) satisfactorily meet his or her IEP goals and objectives specified in their IEP, (2) satisfactorily complete a prescribed alternative course of study approved by the Board, or (3) satisfactorily attend high school, participated in the instruction as prescribed in his/her IEP, and met the objectives of the statement of transition services. Students that qualify for special education under the Individuals with Disabilities Education Act (“IDEA”) may remain enrolled at City Heights Prep and receive services in accordance with their IEPs until age 22. Once a student with special needs obtains a Certificate of Completion, he/she can return to City Heights Prep to receive services, but he/she will not continue to receive additional Certificates.
3. A Certificate of Completion is issued at the completion of the student’s prescribed educational program at City Heights Prep. Students receiving Certificates of Completion are eligible to participate in commencement ceremonies.

Weighted/Unweighted GPA Scales

- I. Students not taken honors/AP classes will calculate GPA based off standard GPA scale of;
 - Honors courses receiving additional .5 points to class grade.
 - AP courses receiving additional 1 point to class grade.
 - Refer to chart below for point reference.

Grade	Unweighted GPA	Honors Weighted GPA	AP Weighted GPA
A+	4.0	4.5	5.0
A	4.0	4.5	5.0
A-	3.7	4.2	4.7
B+	3.3	3.8	4.3
B	3.0	3.5	4.0
B-	2.7	3.2	3.7
C+	2.3	2.8	3.3
C	2.0	2.5	3.0
C-	1.7	2.2	2.7
D+	1.3	1.3	1.3
D	1.0	1.0	1.0
F	0	0	0

(Note that students who receive a non passing course grade in AP or Honors courses such as a D+, D or F, will not receive weighted credit for the course).

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SCHOOL DIRECTOR/PRINCIPAL'S WAIVER/IP OF GRADUATION REQUIREMENTS

This is to certify that the following student received a waiver or status of In Progress class (IP) from City Heights Prep Charter High School ("City Heights Prep") graduation requirements as defined in the *City Heights Prep Graduation Requirements, Exceptions, and Certificates of Completion Policy*, and that graduation status data will be correctly entered into the district's data system (within two weeks) of the graduation event (mid-year, June commencement, or end of Summer School)

Student Name _____ Student ID# _____

- Student Status: IEP Section 504 EL Military Dependent Foster Youth
 International Student Pregnant/Medical Leave Student

The specific graduation requirement(s) below have been waived or met through alternative means:

Specific Graduation Requirement	Rationale	Waived/IP*	Alternative Means

Student Name (Please Print)	Signature	Date
Parent/Guardian Name (Please Print)	Signature	Date
School Director/Principal's Name (Please Print)	Signature	Date

**** State-mandated coursework as outlined in Education Code section 51225.3 may not be waived. Waivers to requirements adopted by the City Heights Prep Board of Directors may be granted in specific cases with compelling circumstances. The School Director/Principal has the authority to grant waivers and will make the determination in each case. The student has been notified that waiving the graduation requirements listed on this document could affect his/her UC/CSU admissions eligibility.***

Original signed document to be retained in student's cumulative and transcript records folders at the school site.