
GRADUATION POLICY

Sage Oak Charter Schools (“SOCS” or the “Charter School”) adopt this Graduation Policy to apply to all high school students at SOCS.

Course Requirements

Charter School students are expected to meet the requirements set forth in the Charter. The current Charter requires a minimum of 220 credits as follows:

1. History: 3 years/30 credits (10 credits world history, 10 credits U.S. history, 5 credits government and 5 credit economics)
2. English: 4 years/40 credits
3. Math: 3 years/30 credits including Algebra 1 and higher
4. Science: 2 years/20 credits (10 credit life science with lab and 10 credit physical science with lab)
5. VAPA/LOTE/CTE: 1 year/10 credits (10 credits Language other than English or 10 credits Visual and Performing Arts or 10 credits Career Technical Education)
6. Physical Education: 2 years/20 credits
7. College and Career Readiness: 1 semester/5 credits
8. Electives: 65 credits

To determine whether students transferring into Charter School have met course requirements, Charter School’s Executive Director will establish procedures to evaluate the comparability of course 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, student work samples or portfolio, and the value of credits earned in alignment with the Transcripts from Non-Accredited and Homeschools Policy. Charter School shall accept for credit full or partial coursework satisfactorily completed by students while attending a public district or charter school, juvenile court school, or nonpublic nonsectarian school or agency.

Early Graduation

Students who are eligible to graduate prior to the spring of their 4th year may graduate when the following requirements have been met:

1. Students met the minimum of 220 credits as stated above.
2. Students met the requirements to be deemed “Prepared” by the College/Career Indicators in one of the six following manners:
 - a. Smarter Balanced Summative Assessments: Score of Level 3 “Standard Met” or higher on both English language arts/literacy (ELA) and mathematics
 - b. Advanced Placement (AP) Exams: Score of 3 or higher on two AP exams

GRADUATION POLICY

- c. Completion of Dual Enrollment: Two semesters or three quarters of college coursework with a grade of C- or better in academic/CTE subjects where college credit is awarded
- d. State Seal of Biliteracy (SSB): awarded and score of Level 3 or higher in ELA on the Smarter Balanced Summative Assessments
- e. University of California (UC) and California State University (CSU) a-g requirements: Complete a-g course requirements with a grade of C- or better plus one of the Additional Criteria from the options below:
 - i. Smarter Balanced Summative Assessments: Level 3 or higher in ELA and at least a Level 2 in mathematics, or Level 3 or higher in mathematics and at least a Level 2 in ELA
 - ii. One semester/two quarters/two-trimesters of College Credit Courses with a grade of C- or better in academic/CTE subjects where college credits are awarded for each course
 - iii. Score of 3 on one AP exam
 - iv. Completion of CTE Pathway
- f. Career Technical Education (CTE) Pathway: Pathway completion with a grade of C or better in the capstone course plus one of the Additional Criteria from the options below:
 - i. Smarter Balanced Summative Assessment Scores: Level 3 or higher on ELA and at least a Level 2 “Standard Nearly Met” in mathematics, or
 - ii. Level 3 or higher on mathematics and at least a Level 2 in ELA
 - iii. One semester/two quarters of Dual Enrollment with a grade of C- or better in academic/CTE subjects
 - iv. Score of 3 on one AP exam or score of 4 on one IB Exam (for a-g requirement only)

Reduced Requirements for Foster and Highly Mobile Students

Charter School recognizes that certain students are at risk of not completing high school due to interruptions in education and high mobility. Charter School shall provide eligible highly mobile youth with the option to complete reduced course requirements to earn a high school diploma.

Highly mobile youth includes a student in foster care, a student who is a homeless child or youth, a former juvenile court school student, a student who is a child of a military family, a student who is a migratory child, or a student participating in a newcomer program.

A highly mobile youth who transfers into Charter School any time after the youth completed their second year of high school or is participating in a newcomer program, and is unable to complete Charter School’s course requirements as defined above by the end of the Student’s

GRADUATION POLICY

fourth year of high school will have the option to be exempted from all requirements that exceed California's minimum high school graduation requirements.

If a student is found eligible for an exemption to Charter School's graduation requirements, Charter School will notify the student and the student's parent/guardian/educational rights holder ("ERH") if any of the requirements that are waived will affect the student's ability to gain admission to a postsecondary educational institution and shall provide information about transfer opportunities available through the California Community Colleges.

An identified youth and/or their ERH have the ultimate right to decide if the youth will pursue a high school diploma pursuant to the California minimum requirements or continue for a fifth year of high school to complete Charter School's course requirements. Charter School will not require a student to graduate before the completion of their fourth year.

For additional information regarding graduation requirements for highly mobile youth, the Charter School's complete policy Education of Foster and Mobile Youth Policy is available upon request at the main office.

Differential Graduation and Competency for Students with Disabilities

Charter School recognizes that students with disabilities are entitled to a course of study that provides them with a free appropriate public education ("FAPE") and that modifications to Charter School's regular course of study may be needed on an individualized basis to provide FAPE. In accordance with law, each student's individualized education program ("IEP") team shall determine the appropriate goals, as well as any appropriate individual accommodations necessary for measuring the academic achievement and functional performance of the student on daily instruction and state and districtwide assessments. The IEP team shall also determine the appropriate graduation track for each student with a disability based on the student's ability to complete the Charter School's prescribed course of study to earn a high school diploma.

No student shall be classified as eligible for differential standards of proficiency for the purpose of circumventing the legal requirement to maintain academic eligibility for extracurricular or cocurricular activities.

Certificate of Completion

The Charter School has adopted a Special Education Certificate of Completion Policy to apply to students with Individualized Education Plans ("IEP") who have significant cognitive disabilities. The Executive Director or designee shall ensure a student with disabilities who meets any of the criteria outlined in the Special Education Certificate of Completion Policy shall be eligible to receive the Certificate of Completion and participate in any graduation ceremony and any

GRADUATION POLICY

Charter School activity related to graduation in which a graduating student of similar age without disabilities would be eligible to participate.

California High School Proficiency Exam

The California High School Proficiency Examination (“CHSPE”) is a test for students who need to verify their high school level skills. In some cases, students take the test and leave high school early to work or attend college. Those who pass the test receive a Certificate of Proficiency, which is equal by law to a California high school diploma, from the State Board of Education. However, the Certificate of Proficiency is not equivalent to completing all course work required for graduation from high school. If a student is planning to continue their studies in a college or university, they should contact the admissions office of the institution they plan to attend so that the student may understand that institution’s admission requirements including whether or not the Certificate of Proficiency will be sufficient for admission.

People who are sixteen years of age or older; or who have completed one year of enrollment in grade ten; or who will have completed one year of enrollment in grade ten at the end of the semester during which the exam is administered may take the test. There is no upper age limit to take the test and current enrollment in high school is not required to take the exam. The CHSPE is given twice each year at many sites throughout the state. In addition to regular examinations, the examinations may also be conducted for all eligible persons at least once during each summer recess and may be conducted at any other time that the California Department of Education (“CDE”) deems necessary to accommodate eligible persons whose religious convictions or physical handicaps prevent their attending one of the regular examinations. The test covers three subjects: language, reading, and mathematics. There is a fee to take the test, though the fee will be waived for homeless and foster youth who submit required paperwork, and for examinees who have not attained 25 years of age as of the date of the scheduled examination

Charter School will distribute an announcement to each student in grades eleven and twelve explaining the CHSPE. This announcement will be distributed in time sufficient to enable interested students to meet all examination registration requirements for the fall test of that year.

Honorary Diploma

Charter School may confer an honorary high school diploma upon a student who is terminally ill. The honorary high school diploma will be clearly distinguishable from the regular diploma of graduation awarded by Charter School.

Retroactive Diploma

Charter School may retroactively grant a high school diploma to a student who has not received a high school diploma if they meet the following conditions:

GRADUATION POLICY

1. The student was in their senior year of high school during the 2019–20 school year;
2. in good academic standing and on track to graduate at the end of the 2019–20 school year, as of March 1, 2020; and
3. unable to complete the statewide graduation requirements as a result of the COVID-19 crisis.

Extended Opportunities for High School Coursework Completion

For any student who, in the 2020–21 school year, was in their 3rd or 4th year of high school, Charter School shall:

1. Exempt the student from all coursework and other requirements adopted by the Board that are in addition to the statewide coursework requirements.
2. Provide the opportunity to complete the statewide coursework required for graduation, if the student is not on track to graduate. This may include, among other opportunities for completion of the coursework, a 5th year of instruction.

Withholding a Diploma

In accordance with Education Code section 48904, if the student willfully cut, defaced, or otherwise injured the school property or willfully not returned upon demand of an employee any property loaned to the student and after affording the student their due process rights, a student's diploma may be withheld until such time as the student or the student's parent/guardian has paid for the damages. Charter School shall notify the parent/guardian/ERH of the student in writing of the pupil's alleged misconduct before withholding the student's diploma. If the student or the student's parent/guardian are unable to pay for the damages or return the property, Charter School shall provide a program of voluntary work for the student in lieu of the payment of monetary damages.

Graduation Ceremony

Charter School's graduation ceremony and related activities (e.g. grad night) are extracurricular educational activities, such that participation in these activities is not an absolute right.

To participate in the graduation ceremony, students must demonstrate one of the following:

1. Completion of the minimum of 220 credits as described above.
2. Completion of sufficient credits to satisfy the minimum required credits by the end of summer session and have enrolled in the appropriate summer session classes.
3. Eligibility for a Certificate of Completion, consistent with this Policy.

GRADUATION POLICY

Students who meet the above requirements may still not be eligible to participate in the graduation ceremony and related activities if the Student does not demonstrate a record of conduct and citizen consistent with Charter School's Civility Policy. The Executive Director or designee will determine a student's ability to participate in graduation ceremonies and/or activities. Prior to denial of the privilege(s), the student, and where practicable their parent or guardian, shall be made aware of the grounds for such denial and shall be given an opportunity to respond to the proposed denial. If privilege(s) are to be denied, the student and parent/guardian shall receive written notice of the denied privilege and the means whereby the individual may appeal this decision. If a student has an IEP plan or 504 plan, any decisions regarding that student's participation in graduation ceremony/activities will be made by the IEP/504 team and will include the parent/guardian.

Any student participating in a graduation ceremony or activity shall comply with Charter School policies pertaining to student conduct.

The Executive Director or designee may require graduating students to wear ceremonial attire, such as cap and gown, at the ceremony. A student and/or parent/guardian will have the option of purchasing a cap and gown as a keepsake. Students are permitted to wear tribal regalia or recognized objects of religious or cultural significance as an adornment at the graduation ceremony, in addition to but not instead of the required cap and gown. Any accessory, object or adornment that is likely to cause a substantial disruption of, or interference with, the graduation ceremony will not be permitted. Any graduating student who has completed basic training and is an active member of any branch of the United States Armed Forces may, at their option, wear their military dress uniform at the ceremony.