



## COLLEGE READINESS POLICIES

These Policies of the East Bay Innovations Academy (“EBIA” or the “Charter School”) Board of Directors (“Board”) has been adopted to inform EBIA families of EBIA’s graduation requirements, acceptance of instructional credit from other schools, and other transcript and recommendation-related practices.

### Graduation Requirements

In order to receive a high school diploma from EBIA, a student must earn at least 212 units in grades nine (9) through twelve (12), fulfilling the following subject matter requirements:

| <b>Subject</b>                     | <b>Years</b> | <b>Notes</b>                                      |
|------------------------------------|--------------|---|
| <b>English</b>                     | 4            |   |
| <b>Math</b>                        | 4            | Including Advanced Algebra and Geometry.          |
| <b>Social Science</b>              | 3            | Including World History, US History, and Gov/Econ |
| <b>Science</b>                     | 4            | Including Biology Physics and Chemistry           |
| <b>Language other than English</b> | 2            | Must be equivalent to 2 years of language         |
| <b>Art</b>                         | 1            |   |
| <b>Physical Education</b>          | 1            |   |
| <b>Advisory</b>                    | 4            |   |
| <b>Computer Science</b>            | 1            |   |

Failure to earn the required credit by graduation day may result in a student not participating in the graduation ceremony. A diploma will be issued upon completion of ALL required credits unless board approval is obtained for special circumstances.

No credit will be given for a class in which a student earns a grade below a C.

For students placed in Non-Public Schools per Individual Education Plans, the student will earn a diploma issued by the Non-Public School upon completion of graduation requirements put forth by the Non-Public School. If the Non-Public School does not issue diplomas, EBIA would issue a diploma in its local educational agency capacity in charge of providing FAPE (5 CCR 3070).

For students with Individual Education Plans that articulate goals involving graduation accommodations (i.e., California state minimum graduation requirements, certificate of completion) and transition goals, EBIA would issue a diploma or certificate of completion in its local educational agency capacity in charge of providing FAPE (5 CCR 3070, IDEA) upon confirming the goals are met.

### Additional Graduation Requirements

| <b>Criteria</b>                             | <b>Requirement</b>   |
|---|--|
| <b>Coursework</b>                           | Completion of all courses listed above with a passing grade.   |
| <b>Advanced Placement</b>                   | Completion of 1 AP course for all general-ed students  |
| <b>Community Service / Service Learning</b> | 80 Hours   |
| <b>Intersession</b>                         | Completion of at least three intersession projects per year  |
| <b>GPA</b>                                  | Completion of all required courses with a passing grade of a C or higher, overall GPA of a C or higher |
| <b>Social Emotional Learning</b>            | High School level or above on all components of SEL rubric   |
| <b>Standardized Tests</b>                   | Completion of SAT or ACT to UC/CSU eligibility standards. Completion of at least one AP exam.          |
| <b>College Applications</b>                 | Complete a college readiness course, a college plan, and at least 4 applications to 4-year colleges.   |
| <b>Internship</b>                           | Completion of at least 2 internships   |
| <b>Capstone Projects</b>                    | Completion of Capstone Project each year 6-12  |

### Evaluation of Transfer Credits

Credit will be given only for verifiable instructional time, demonstrated content mastery, and/or an approved internship, and not for the implicit educational value of a learning experience, travel, or camp.

The Upper School Principal or designee, is responsible for interpreting and evaluating the subjects, credits, marks, test scores, and other items as they appear on the transcript and for instructing the Registrar as to the data that is to be recorded on the cumulative record card and the electronic transcript.

- **Evaluation of Credits From Other Public Schools**

The Upper School Principal or designee shall accept credits and marks from public schools in California at their face value if they correspond closely to credits and marks earned for similar subjects at EBIA. Transfer courses must be A-G eligible if from a California school, and all transfer courses must be completed with a grade of C or higher unless board approval is obtained for special circumstances.

- **Evaluation of Credits From Accredited Private Schools**

The Upper School Principal or designee shall accept credits and marks at face value and recorded on the cumulative record and on the electronic transcript from a Western Association of Schools and Colleges (“WASC”), or regional accrediting association, accredited school as long as the following conditions are met:

- a. The course description is similar to the EBIA course description,
- b. The course meets the California state content standards.
- c. The course is A-G eligible if from a California school
- d. The course is completed with a grade of C or higher

- **Evaluation of Credits From Non-Accredited Private Schools, Out-of-State Schools, and Schools Outside of the United States**

The Upper School Principal or designee shall accept and/or grant credit for courses taken in non-accredited schools, out-of-state schools, and schools outside of the United States as follows:

- a. In grades nine (9) through twelve (12), courses taken must be similar in content to courses offered at EBIA, have a similar course description to the EBIA course description, and must meet the California state content standards.
- b. Upper School Principal or designee has the responsibility for reviewing transcripts and course documentation and recommending to the credit clerk whether credit is to be granted for courses taken in non-accredited schools.

When a student enrolls as a transfer from a non-accredited school, out-of-state-school, or schools outside of the United States, the Upper School Principal or designee should review with the student and parent or guardian the transcripts/specific courses taken to determine that students are appropriately placed in courses that reflect achievement in previous instruction and to insure that State and EBIA requirements are met.

- **Evaluation of Credits from Community College Courses**

The Upper School Principal or designee shall accept and/or grant credit for courses taken a community college as follows:

- a. The student is properly enrolled (via dual or concurrent pathways) in EBIA and the community college courses

- b. The student received prior approval by Upper School Principal or designee before enrolling in the course.
- c. The student is enrolled in at least four (4) courses at EBIA during the term the course is taken.
- d. The community college course meets UC A-G requirements;
- e. EBIA does not offer an equivalent course during the current term, unless the Principal or designee grants special permission.

One community college credit shall be equivalent to 3.33 EBIA credits for courses in which the student has earned a C or better.

### **Evaluation of Credits Earned from Other Educational Institutions**

The Upper School Principal or designee shall accept and/or grant credit for courses taken at a third-party private or public educational institution or service provider only if:

- a. The course meets A-G course requirements.
- b. The course publisher/provider is accredited by WASC.
- c. The student completes a request form and receives prior written approval by Upper School Principal or designee before enrolling in the course.
- d. The student is enrolled in at least four (4) courses at EBIA during the term the course is taken.
- e. The student has not exceeded the total number of credits (40) allowed to be obtained by an outside provider prior to enrolling in the subject course.

Students without prior authorization from Upper School Principal or designee will not earn credit for courses taken at a private or public educational institution. Before the course is approved, Upper School Principal or designee will verify the course's curriculum, content, instructional hours, and alignment with the California State Standards. For more information regarding this policy, please see Upper School Principal or designee.

### **Grade Change Policy and Procedures**

The following process must be followed for any grade change after the grade period has closed:

1. Submit a grade change form to the teacher of the course. (This form is available upon request)
2. The teacher shall verify on the form that the student has met the requirements for a grade change. These circumstances may include:
  - a. Confirmation of a grading error;
  - b. The student has completed additional approved work to increase the grade.
3. The teacher shall submit the form to Upper School Principal or designee to change the grade on the student's transcript.

If you have any questions regarding EBIA's Grading and Credits Policy, please contact Upper School Principal or designee.

### **Disclosure of Disciplinary Records to Post-Secondary Institutions**

EBIA recognizes the implications of its students' discipline records in the high school or post-secondary education admissions process. Accordingly, EBIA shall not disclose disciplinary records to a high school or post-secondary institution, except as provided in this Policy or as otherwise required by law.

Pursuant to the Family Educational Rights and Privacy Act (FERPA), EBIA may, but is not required to, disclose personally identifiable information from a student's education record, including a student's disciplinary record, without consent, if the disclosure is to officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer. All disciplinary notices are Permitted Records, which EBIA may maintain for appropriate educational purposes, and are not required to be transferred to another educational institution.

As the disclosure of disciplinary records is not required and disclosure of such records may negatively impact a student's admission process, EBIA shall not disclose a student's discipline record to a post-secondary institution unless EBIA's counselor, in consultation with the Executive Director, reasonably believes the student whose discipline records have been requested poses a continued risk to the community at the post-secondary institution based on the nature, severity and numerosity of the offense(s) listed in the student's disciplinary record.

If EBIA's counselor and Executive Director reasonably conclude disclosure of the student's record to a post-secondary institution is warranted because the student is likely to pose a continued risk to the post-secondary institution's community, EBIA shall:

- a. Make a reasonable attempt to notify the parent or eligible student at the last known address of the parent or eligible student unless:
  - i. The disclosure was initiated by the parent or eligible student; or
  - ii. The annual notification of the agency or institution includes a notice that the agency or institution forwards education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.
- b. Provide the parent or eligible student, upon request, a copy of the record that was disclosed; and
- c. Provide the parent or eligible student, upon request, and opportunity for a hearing to challenge any contested information in the student's record in accordance with 34 C.F.R. 99.21.

### **Non-Discrimination**

This Policy shall be enforced fairly, uniformly, and consistently without regard to the characteristics listed in Education Code section 220 (actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in section 422.55 of the Penal Code, including immigration status, pregnancy, or association with an individual who has any of the aforementioned characteristics). Any student who believes they have been subjected to discrimination, harassment, bullying, or intimidation on the basis of one the above-detailed characteristics may file a complaint pursuant to EBIA’s Uniform Complaint Procedures.

### **LETTER OF RECOMMENDATION**

East Bay Innovation Academy (“EBIA” or “Charter School”) acknowledges the importance of letters of recommendation for students applying for admission to post-secondary educational programs and employment. To ensure EBIA staff’s ability to write candid and honest letters of recommendation without concern for whether student may request access to a confidential letter of recommendation, EBIA adopts the following policy:

#### **Applicability of FERPA to Letters of Recommendation**

A letter of recommendation written and maintained by an EBIA staff member constitutes an educational record pursuant to the Family Educational Rights and Privacy Act (“FERPA”) (20 U.S.C. § 1232g(a)(4)(A) and 34 C.F.R. § 99.3(a)). Accordingly, students and parents have a right to inspect and review letters of recommendation maintained by EBIA, unless the student and parent have waived such right.

For purposes of this policy, the term “student” means an eligible student over the age of 18 and/or the parent or guardian of a minor student under the age of 18 on behalf of the student.

#### **FERPA Waiver**

EBIA staff may require a student to waive their right under FERPA to inspect and review any letter of recommendation written on the student’s behalf. A student’s waiver of their right is intended to allow EBIA staff to write candid and honest letters of recommendation. The waiver also informs post-secondary institutions that the student will not attempt to read the recommendation, which in turn reassures the post-secondary institution that the recommender has provided candid and truthful support for the student.

While students are free to decline to waive their rights, EBIA staff may decline to write a letter of recommendation on behalf of any student who does not agree to waive their FERPA right to inspect and review the letter of recommendation. Additionally, some post-secondary institutions may disregard letters written on behalf of students who have not waived their right.

A student who has waived their FERPA rights as to letters of recommendation shall have no right to inspect, review, or obtain the letter at any time from EBIA or the post-secondary institution to which the letter was sent.

### **Maintenance of Letters of Recommendation by EBIA and Student FERPA Rights**

Letters of recommendation are permitted records under 5 C.C.R. § 432, and therefore not required to be maintained by EBIA.

In the event a student declines the waive their right to inspect and review a letter of recommendation, and EBIA staff agrees to write the letter of recommendation anyway, a student shall only have a right to inspect and review the letter if it is maintained by EBIA .

If the letter of recommendation is not maintained by EBIA, the letter of recommendation is not an educational record and therefore not subject to disclosure.

### **Applicability of Waiver to Post-Secondary Institutions**

Waiver of student’s right to inspect and review a letter of recommendation written by EBIA staff applies prospectively to their right to inspect the record upon request to any post-secondary institution to which they obtain admission and enrollment. EBIA shall have the right to inform the post-secondary institution of a student's waiver and provide any necessary documentation of the waiver.

Students who do not waive their FERPA right to inspect and review letters of recommendation not maintained by EBIA will be unable to request access to any recommendations until the student has been admitted to and enrolled in the college to which the letter was submitted.

### **Exception to Waiver for Letters of Recommendation Written for General Use**

An EBIA staff member may elect to write a letter of recommendation for a student to retain, copy, and use generally. Such letters do not include any letter written directly to a post-secondary institution for purposes of application and enrollment. Staff may share letters of recommendation for general use even if the student has waived their right to inspection and review for letters of recommendation sent to post-secondary institutions as described herein, above.



LETTER OF RECOMMENDATION – FERPA WAIVER

I, \_\_\_\_\_, have asked \_\_\_\_\_  
(Student) (EBIA Staff)  
to write a letter of recommendation on my behalf to the following individuals/institutions:

- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I give permission for \_\_\_\_\_ to include my  
(EBIA Staff)  
personally identifiable information and any information contained in my educational records in  
this letter.

I WAIVE / DO NOT WAIVE my rights under FERPA to review  
and inspect this letter at any time during and after my enrollment at EBIA and my right to review  
and inspect this letter at any post-secondary institution to which I gain admission and enrollment.

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_  
(if applicable)

Date: \_\_\_\_\_