

---

## INTERIM POLICY FOR MITIGATION OF STUDENT HARDSHIP CAUSED BY COVID-19

The California Pacific Charter Schools (“CPCS”) Board of Directors (“Board”) recognizes the challenges posed by the COVID-19 pandemic, including interruptions to traditional educational and extracurricular programming and in-person instruction. To ensure each student is provided an opportunity to succeed in this unique and unprecedented environment, CPCS shall provide eligible students with the following options to complete course requirements, to earn a high school diploma, and participate in extracurricular activities. **This Interim Policy shall be in effect during the 2021-22 school year only.**

### **Definitions**

“*Parent*” means the natural or adoptive parent or guardian, the person having legal custody, or other educational rights holder.

“*Eligible student*” means a student who has received deficient grades for at least one-half of the student’s coursework in the 2020–21 academic year. A deficient grade is a D, F, a No Pass, or an equivalent as determined by CPCS. Notwithstanding existing law and school policy, a student enrolled in grade 12 during the 2020–21 school year shall not be eligible for retention under this section.

### **A. Parent-initiated Retention Requests**

1. The parent of an eligible student may submit a written request to retain the student for the 2021–22 school year. A retention request form is available by request via Google Form. The retention request form should be submitted online.
2. If a parent submits a retention request form, the Executive Director or designee shall respond with a written invitation to a Retention Team Conference (“RTC”) with the parent, student, student’s teacher, and a CPCS administrator. Any other staff members deemed necessary shall also be invited. The RTC shall occur within thirty (30) days of the written request for retention.
3. The RTC shall include consultation on all of the following:
  - a. Discussion of all available learning recovery options, including but not limited to the following specific interventions and supports:
    - i. Supplemental instruction, including tutoring or other one-on-one or small group learning supports;
    - ii. Integrated student supports to address other barriers to learning, such as the provision of health, counseling, or mental health services, access to school meal programs, before and after school programs, or programs to address student trauma and social-emotional learning, or referrals for support for family or student needs.

---

**INTERIM POLICY FOR MITIGATION OF STUDENT HARDSHIP  
CAUSED BY COVID-19**

- iii. Supports for credit recovery to complete graduation or grade promotion requirements and to increase or improve college eligibility.
    - iv. Supports for students experiencing homelessness, foster youth, English language learners, and students with disabilities.
    - v. Access to prior semester courses in which the student received a D or F letter grade in the 2020–21 academic year.
  - b. Consideration of the student’s academic data, and any other information relevant to whether retention is in the in best academic and social interest of the student.
  - c. Discussion about research on the effects of student retention and the types of interventions and supports that have been shown to be beneficial to students.
  - d. If the student is a student with a disability, a retention discussion shall include assurances that it is consistent with the student’s Individualized Education Plan (“IEP”).
4. If there is disagreement among the Retention Team, the Executive Director or designee will make the determination based upon all information discussed at the RTC.
5. CPCS shall notify Parent of its decision, in writing, within ten (10) calendar days of the RTC.
6. A student who is retained shall be offered appropriate interventions, supports, and recovery options as discussed in Paragraph A(3)(a) above.
7. A student who is **not** retained shall be offered appropriate interventions, supports, and recovery options as discussed in Paragraph A(3)(a) above, as well as access to prior semester courses in which the student received a D or F letter grade in the 2020–21 academic year.
8. The requirements of this Policy are supplemental to, and do not replace, any existing retention policies (including Grade Retention Policy #5095), which shall continue to remain operative for all school years, **except that for the 2021-22 school year only**, parent requests for the retention of any “eligible student” as defined herein, shall be governed by the procedures outlined in this Policy.

**B. Requests for Grade Changes**

The parent of any student (or a student who is 18 years of age) who was enrolled in grades 9-12 at CPCS in the 2020-21 school year may request to change a letter grade earned in the 2020-21 school year to Pass or No Pass on their transcript. While they are encouraged to do so, please note that some postsecondary educational institutions, including those in other states, may not accept a Pass or No Pass grade instead of a letter grade for admission purposes. CPCS shall

---

**INTERIM POLICY FOR MITIGATION OF STUDENT HARDSHIP  
CAUSED BY COVID-19**

comply with the following legal requirements in notifying Parents/Guardians of the option for a grade change and for processing requests:

1. Written notice of the option to request a grade change shall be provided to all families and shall be posted on the school website.
2. A request form for this grade change request shall be available online via Google form and must be completed and submitted to the school contact listed on the form no later than fifteen (15) calendar days from the date of CPCS's written notice. No requests submitted after the cut-off date shall be considered. Absent a request to change a transcript pursuant to this Policy, a letter grade earned in the 2020–21 school year shall remain on the student's transcript subject only to the CPCS grade appeal policy which can be found in the Parent/Student Handbook.
3. All properly and timely submitted requests shall be granted, the requested letter grade changed to Pass or No Pass, and the parent notified of same within fifteen (15) calendar days of the submission of the grade change request form.
4. CPCS shall not limit the number or type of courses eligible for the grade change.
5. The grade change shall not negatively affect the student's grade point average.
6. Notwithstanding any other law, the grade change shall not result in the forfeiture of the student's eligibility or entitlement to state or institutional student financial aid.

**C. 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 and who is not on track to graduate in four years from all coursework and other requirements adopted by the CPCS Board of Directors that are in addition to the minimum statewide coursework requirements for a California high school diploma pursuant to Education Code Section 51225.3, CPCS shall exempt the student from all coursework and other requirements adopted by the CPCS Board that are in addition to the statewide coursework requirements.

For any student who was enrolled in the pupil's third or fourth year of high school during the 2020–21 school year, and who is not on track to graduate in the 2020–21 or 2021–22 school years, CPCS shall provide the opportunity to complete the minimum statewide coursework required for a California high school diploma pursuant to Education Code Section 51225.3, which opportunity may include, but is not limited to, completion of the coursework through a fifth year of instruction, credit recovery, or other opportunity to complete the required coursework.

---

**INTERIM POLICY FOR MITIGATION OF STUDENT HARDSHIP  
CAUSED BY COVID-19**

The minimum statewide coursework requirements for a California high school diploma pursuant to Education Code Section 51225.3 include the following courses, while in grades 9 to 12, inclusive:

1. Three courses/years in English
2. Two courses/years in mathematics, including one year of Algebra I (*EC Section 51224.5*)
3. Two courses/years in science, including biological and physical sciences
4. Three courses/years in social studies, including a full year of United States history and geography; a full year of world history, culture, and geography, a one-semester course in American government and civics, and a one-semester course in economics
5. One course/year in visual or performing arts, world language, and career technical education.
  - a. For the purpose of satisfying the minimum course requirement, a course in American Sign Language shall be deemed a course in world language.
6. Two courses/years in physical education, unless the pupil has been exempted pursuant to the provisions of Education Code Section 51241

**D. Retroactive Diploma**

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

1. The student was in their senior year of high school during the 2019–20 school year;
2. The student was 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. The student was unable to complete the statewide graduation requirements as a result of the COVID-19 crisis.