

**Graduation Exercises (Administrative Rule)**

**Code #345.62AR**

Participating in the Tri-County Area High School graduation ceremony and receiving a high school diploma are very significant milestones in a student's academic career. Therefore, it is important that as many students as possible graduate from high school and that those who do not meet the qualifications for graduation are adequately informed of this situation well in advance of the date on which diplomas will be awarded.

The following procedures will be followed in this regard.

- The counseling office will prepare a Credit Audit for each student in the junior class before the end of the junior year, showing the credits earned and the course requirements that have been met.
- In August, prior to the start of the school year, the counseling office will mail to each incoming senior a statement which specifies the courses and the number of credits that student must pass in order to graduate and receive a diploma.
- During the first quarter of the school year, the school counselor will meet individually with each member of the senior class to confirm that the student's schedule contains all of the courses that are needed for graduation and that the student understands his/her status in regard to graduation.
- If it is apparent that a student cannot earn the number of credits necessary for graduation during the course of his/her senior year, both the student and his/her parent(s)/guardian(s) will be notified of this situation (through personal contact by the guidance counselor in the case of the student and through a certified letter in the case of the parent(s)/guardian(s)) if the student is under 18. This may be done at the beginning of the school year or at the end of the first semester if failing grades during the first semester have created this situation. The school counselor will provide information at this time concerning alternative methods of obtaining acceptable credit toward graduation, such as correspondence courses.
- On or around the mid-point of each quarter, progress reports will be mailed to the parent(s)/guardians (or to the students themselves if they have reached the age of 18) by each teacher in whose class the student is currently failing or is in danger of receiving a failing grade. These reports will be mailed to senior students as well as to all other high school students.
- At the beginning of the second semester, the school counselor will again meet individually with each member of the senior class who appears to be at risk of not graduating. Conferences involving parents/guardians and teachers will also be arranged as necessary.
- As soon as it becomes evident that a student will either fail to pass all of the classes that are required for graduation or to accumulate the number of required credits, both the student and his/her parent(s)/guardian(s) will be notified by the high school

principal through a certified letter. This notification may take place at any point in the school year, and if failing grades are received in the final semester, it may occur only a few days before the date of the graduation ceremonies.

Prior Approval:	April 24, 2006
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