

# High School Graduation Requirements

## Publication of Graduation Requirements

Upon registering in a district comprehensive high school, and each year thereafter each student and his/her parents or guardians will be provided with a copy of the graduation requirements in effect for that student (those in effect when the student enrolled in ninth grade unless ten years or more have elapsed). Graduation requirements by class will also be included in the course catalog.

## Graduation Requirements

Clover Park School District (CPSD) students who will enter the 9th grade in the fall of 2015, and all students thereafter, must complete the equivalent of a four-year program of educational growth in grades 9-12, earn a minimum of 30 course credits as described below, and complete a High School and Beyond Plan. Students must also meet state requirements for graduation.

## High School Completion

Each student is to develop, have on file, and update as necessary a high school completion plan approved by a parent. Counselors will provide assistance to incoming ninth graders and their families in developing educational plans. Changes in plans should normally reflect parent consent and should be submitted to the appropriate counselor. At the conclusion of each year, the school will provide the student and his/her parents or guardians with a report which reflects the progress that has been made toward satisfying the graduation requirements. If progress is not adequate, the school will identify alternative courses and/or interventions that can be taken to correct the deficiencies.

## Subject Area Requirements and Approved Courses (class of 2016 and beyond)

A "credit" is defined as 135 hours (or other hourly number as granted through the state's credit hour waiver process) of planned instructional activities. Therefore, once a student begins a course, the student may not request withdrawal from the course after 10 school days of entering into the course except for very rare extenuating circumstances. In the event an exception is requested, the principal must approve the exception. If a student is withdrawn from a course or courses after the first 10 days from starting the course and the student is passing the course at the time of withdrawal, the withdrawal will be noted on the transcript as (W) withdrawn. If a student is withdrawn from a course or courses after the first 10 days from starting a course and the student is earning an *F*, in the course at the time of withdrawal, the withdrawal will be noted on the transcript as an (F) failed.

Students who have enrolled in the Open Doors Youth Reengagement Program may not withdraw to enroll in a CPSD comprehensive high school program except within the first 10 school days of the beginning of the course. However, eligible students may be considered for enrollment into the Open Doors Youth Reengagement Program at any time.

The following courses are required to satisfy the subject area requirements as established by the State Board of Education and CPSD for comprehensive high schools:

Subject	Class2015	Classes of 2016-2018	Classes of 2019 and Beyond
English		4	4
Mathematics	3	3	3
Science	Lab Science 1.5 <u>Science Elective .5</u> 2.0	Lab Science 1.5 <u>Science Elective .5</u> 2.0	Lab Science 2.0 <u>Science Elective 1.0</u> 3.0
Social Studies	WA St. Hist. & Govt. .5 US Hist. & Govt. 1.0 Cont. World Problems .5 <u>Social Studies Electives 1.5</u> 3.5	WA St. Hist. & Govt. * World History 1.0 US Hist. & Govt. 1.0 Cont. World History, Geography & Problems/Civics 1.0 <u>Social Studies Electives .5</u> 3.5	WA St Hist. & Govt. * World History 1.0 US His. & Govt.1.0 Cont. World History, Geography & Problems/Civics 1.0 <u>Social Studies Electives .5</u> 3.5
Health and Fitness	Health .5 <u>Fitness 1.5</u> 2.0	Health .5 <u>Fitness 1.5</u> 2.0	Health .5 <u>Fitness 1.5</u> 2.0
Arts	1	1	2.0**
Career-Technical Education (CTE)	2	2	2.0
World Language	0	0	2.0**
Electives	12.5	12.5	8.5
<p>* Per a change in state law (2012) <i>Washington State History and Government</i> will remain a mandatory Social Studies graduation requirement, but students will not be granted credit for its completion. It will be noted on the transcript as a met requirement.</p> <p>** Per State Board of Education a Personalized Pathway Requirement (PPR) may replace taking 1.0 Art credit and 2.0 credit of World Language</p>			
Total District Credit Requirements for Graduation	30	30	30

Personalized Pathway Requirement (PPR) is related to courses that lead to a specific post high school career or educational outcome chosen by the student based on the student's interests and High School and Beyond Plan which may include Career and Technical Education, and are intended to provide a focus for the student's learning. Before approval of the PPR, a meeting will be held with the student, parent/guardian and school staff to discuss the student's High School and Beyond Plan and requirements for post-secondary and career choices. If the parent cannot be reached for input – either via phone or in-person conference – is unavailable or does not indicate a preference, the school counselor or principal will approve the course.

Students must take at least one health course required for graduation that includes cardiopulmonary resuscitation (CPR) in at least one health class. The instruction must have been developed by the American Heart Association or the American Red Cross or be nationally-recognized based on the most current national guidelines for CPR. The instruction must include use of automated external defibrillators (AED) which may be taught by video. The district may provide the CPR instruction directly or arrange it through community-based providers such as the local fire department. Students are not required to earn CPR certification to successfully complete the instruction.

#### **I. High School and Beyond Plan (HSBP) Requirement**

A High School and Beyond Plan (HSBP) is required for graduation. In assisting students with developing a HSBP, school staff shall:

- A. Provide internal and external resources to ensure successful development and implementation of the HSBP each year of high school;
- B. Provide the opportunity for student choice, voice and ownership of the HSBP;
- C. Teach students a planning process that provides a capacity to create, review and revise the HSBP;
- D. Prepare all students for post-secondary options;
- E. Require students to complete a six-hour job shadow as part of their HSBP. All students attending Lakes and Harrison Prep must complete the job shadow in their junior year, or before their senior presentation. Students at Clover Park will be required to complete a six-hour job shadow beginning with the Class of 2018 during their junior year;
- F. Assure parental involvement in the planning process, including the student's development of the HSBP. To assure parental involvement in and/knowledge of their students' HSBP parent/guardians shall be invited to fall conferences for their students grades 9-12. Parents of students in their senior year shall be invited to attend their student's senior presentation that should take place in the spring;
- G. Students who are first time transfers into the district after the tenth school day of the second semester and are given senior standing at their new school may be exempted from completion of the HSBP by the school principal;
- H. Require students who participate in Running Start to complete a HSBP and present the plan in their senior year, if they want to receive a CPSD diploma. Students who intend to participate in the Running Start program need to plan carefully to ensure completion of the HSBP within their school's published deadlines; and

1. Notify students and parents by May 1, of the student's senior year if a student has not satisfactorily completed the requirements of the HSBP.

## **II. High School and Beyond Plan (HSBP) Preparation:**

To assist students in preparing to present their HSBP in the spring of the student's senior year, the district should:

- A. Advise the student and parents of the requirement to complete a HSBP and present in the spring of the students' senior year;
- B. Provide the student assistance and guidance annually on completing/updating the plan;
- C. Review each student's progress annually towards completion of the HSBP goals; and
- D. Provide opportunities within the curriculum for students to work on requirements of the HSBP and senior presentation.

## **III. HSBP Requirements:**

The HSBP will include:

- A. A demonstration of the student's ability to communicate orally through a presentation to parents, peers, teachers and/or community members in the student's senior year;
- B. Documentation that the student has completed five hours of volunteer/community service each year the student attends a CPSD high school; and
- C. Documentation, for students at Lakes and Harrison Prep, that the student has completed a six-hour job shadow; and for students at Clover Park beginning with the Class of 2018 during their junior year.

## **IV. High School and Beyond Plan Appeal Process:**

To appeal the assessment outcome of a students' completion of the HSBP, these procedures must be followed in the order outlined.

- A. The student and his/her parent/guardian must meet with the supervising teacher to review the assessment used to determine the student's accomplishment of the HSBP. If the issue is not resolved, the student or his/her parent/guardian must request a review to the school principal or his/her designee;
- B. The student and/or parent/guardian, principal and appropriate staff will meet and try to resolve the concern. The principal and appropriate staff will review the student's work and determine if the plan is successfully accomplished;
- C. If these steps do not lead to a satisfactory outcome, and the student requests a formal appeal process, the Request Form for Appeal will be provided for the student and/or parent/guardian to complete; or
- D. Within ten (10) school days from receipt of the parents' formal appeal, the principal must complete the form regarding evidence that steps one and two of the appeal process have been completed.

- E. Upon receipt of the appeal, the assistant superintendent will convene an Appeal Committee.
  1. The assistant superintendent will appoint the chair of the Appeal Committee.
  2. The committee, consisting of the assistant superintendent, an administrator, teacher and counselor from a high school other than the one the student attends will meet within ten days of the receipt of the appeal. Each side will have 30 minutes to present their case before the committee. The committee may ask questions and seek clarification and/or additional information from qualified resource persons.
  3. Within five school days after the appeal committee's meeting and after the committee reviews the student's work and the testimony provided, the committee will reconvene to discuss the appeal and make a final decision.
  4. The chair of the Appeal Committee shall submit the final determination in writing to the student or his/her parent/guardian and the school.

## **V. Credits**

Students are expected to earn a total of 30 credits to complete graduation requirements. High school credit will be awarded for successful completion of a specified unit of study. In this district, successful completion of a specified unit of study means:

- A. Earning a passing grade according to the district's grading policy; and/or
- B. Successfully completing an established number of hours of planned instructional activities to be determined by the district.

The principal or designee is responsible for determining which credits will be recognized by the district for students enrolling from another state-approved learning program (public school, approved private school or home school), or from out-of-state, or out-of-country. Credits from another Washington public school or accredited state private school or accredited out-of-state public or private school will be accepted to the extent the credit matches a district graduation requirement, or may be counted as an elective credit. Credits from unaccredited programs or home schools will be evaluated in section XI for home school students. Decisions of the principal or designee may be appealed to the superintendent within 15 school days of the initial decision.

## **VI. Graduation Requirements Communicated**

- A. All district enrolled eighth grade students and parents will be informed of graduation requirements in the spring of their eighth grade year through graduation requirement literature provided during spring conferences. Information about how to apply for College Bound Scholarships will also be provided.
- B. Graduation requirements will be posted to the district website.
- C. As students enter ninth grade or newly enroll in high school, the student and parent/guardian will be provided a copy of high school graduation requirements to include:

1. Course requirements for graduation;
2. Information regarding the HSBP and how it will be developed and updated each year of high school;
3. Information that parents are expected to be involved in conferences and/or the senior presentation to learn about their student's HSBP and progression towards meeting high school graduation requirements;
4. Information about the expectation for students to complete five hours of volunteer/community service each year the student is enrolled in the district; and
5. Information about how to apply for FAFSA in the senior year.

## **VII. Waiver of Graduation Requirements**

All state requirements must be satisfied except that Washington history and government may be waived for students who have completed and passed a state history and government course in another state during grades seven through 12 or who have fulfilled study of the Washington state constitution through an alternative learning experience approved by the principal. Additionally, physical education, pursuant to RCW 28A.230.050, may be waived upon written request of a parent or guardian on account of: physical disability; employment; religious belief; because of participation in directed athletics; or military science and tactics. This will not alter the credit requirements established by the board.

The following procedure will be followed in waiving only the graduation requirements as outlined above:

- A. The principal is responsible for evaluating educational experiences of individual students and recommending graduation to the superintendent when requirements have been met.
  1. A student may be granted an exemption from any requirement in this policy if such requirement impedes the progress toward graduation provided there is a direct relationship between the failure to meet the requirement and the student's ability.
  2. When a student transfers from an out-of-district high school, the student may be permitted to graduate with a lesser number of credits provided that minimum state course and credit requirements are satisfied as follows:
    - a. A student may not graduate with less than the state graduation requirements set by the State Board of Education for their graduation cohort;
    - b. An out-of-district transfer student from a 6-period day may have their graduation elective credit requirements reduced up to 1 credit per semester for each semester there was a 6-period day; and/or
    - c. An out-of-district transfer student from a 7-period day may have their graduation elective credit requirements reduced up to .5 credit per semester for each semester there was a 7-period day.
- B. Waiver of graduation requirements is determined by the principal. The procedure for processing requests for waiver follows:
  1. Request will be initiated by the parent or eligible student;
  2. The principal will investigate the request for waiver of graduation requirements;

3. The principal will make a determination in writing based upon appropriate data and upon conclusions of the investigation;
4. The principal will develop appropriate record keeping procedures for storage of all pertinent data relating to each waiver request; and
5. The parent or eligible student will be notified that an appeal to the decision on waiver requests may be made in writing to the superintendent no later than 30 days prior to the anticipated graduation date.

### **VIII. Alternative Programs**

Credit toward graduation requirements may be granted for planned learning experiences primarily conducted away from the facilities owned, operated or supervised by a district. A proposal for approval of out-of-school learning activities will be submitted to the principal, or designee prior to the experience, will be at no additional cost to the district, and will include at least the following information:

- A. The objective(s) of the program;
- B. The teaching component(s) of the program, including where and when teaching activities will be conducted by school district certificated staff;
- C. A schedule of the duration of the program, including beginning and ending dates within the school year;
- D. A description of how student performance will be supervised, evaluated and recorded by the certificated staff or by qualified school district employees under the direct supervision of the certificated staff;
- E. A description of intervention techniques and criteria for their use;
- F. Description of how student performance will be assessed;
- G. Qualifications of instructional personnel; and
- H. Plans for evaluation of program.

A list of approved programs will be kept on file in the principal's/designee's office. Reasons for approval or disapproval will be communicated to those making the request.

### **IX. National Guard High School Career Training**

Credit may be granted for National Guard high school career training in lieu of either required or elective high school credits. Approval by the district will be obtained prior to a student's participation in a National Guard training program as follows:

- A. MIL Form 115 or an equivalent form provided by the national guard will be completed and filed with the school district; and
- B. The number of credits toward high school graduation to be granted will be calculated, agreed upon by the student and an authorized representative of the school district, and such agreement noted on MIL Form 115 or such equivalent form.

Credit toward high school graduation may be granted by the school district upon certification by a national guard training unit commander that the student has met all program requirements.

**X. Running Start**

Running Start is communicated through the CPSD Course Catalog and published annually.

**XI. Credit for Work Experience**

The use of work and/or volunteer experience as a part of the educational program of students should be regarded as part of the secondary school curriculum rather than just a device to relieve a staffing shortage. No more than one elective credit per year will be granted in four years, and no more than two credits in the senior year. The following are the basis upon which credit may be granted for work and/or volunteer experience.

- A. The work or volunteer experience will be specifically related to the school program of the student.
- B. Credit given for the work or volunteer experience will represent growth in the student, and the type of experience should have definite educational value.
- C. One credit may be granted for not less than 180 hours for instructional work site learning or volunteer experience, and not less than 360 hours of cooperative work site learning experience related to a student's school program.
- D. A student participating will be legally employed and must have passed his/her 16<sup>th</sup> birthday.
- E. A maximum of four elective credits may be earned and applied toward the graduation requirements.

**XII. Granting Credit for requirements completed outside of the public high school system**

Guidelines for granting high school credit for home schooling are:

- A. To gain credit for a course of study, a student will provide:
  - 1. A journal which reflects the actual work completed during a home-study course of study;
  - 2. Exhibit(s) of any specific projects completed (e.g., themes, research papers, art and/or shop projects); and/or
  - 3. Any such other performance-based exhibits of specific course-related accomplishments.

**XIII. Guidelines for granting credit retrieval based on competence testing**

- A. To gain credit for a course of study, a student will demonstrate proficiency at a minimum of 80 percent of the objectives of the course. Such testing will be available as an ancillary service of the district when it is regularly available to all students. If not, the parent may engage district-approved personnel to conduct such an assessment at a cost to be determined by such personnel.

**XIV. Credit is granted for the following approved schools:**

- A. Community colleges, vocational-technical institutes, four-year colleges and universities and approved private schools in the state of Washington; and
- B. Other schools or institutions that are approved by the district after evaluation for a particular course offering.

**XV. Open Doors Youth Reengagement Program:**

- A. Students enrolled in the Open Doors Youth Reengagement Program will earn the number and type of course credits required for the state high school diploma as set by the State Board of Education and as allowed according to the guidelines of the Open Doors Youth Reengagement Program.

**XVI. Credit for College Course(s):**

Approval for college courses must be obtained in writing prior to enrollment in the course. Only credit from approved schools will be accepted.

- A. Schools approved by the National University Extension Association;
- B. Community colleges, vocational-technical institutes, four-year colleges and universities, and state-approved private schools in Washington state; and
- C. Other schools or institutions that are approved, after evaluation for a particular course offering, by the school district.

**XVII. Credit is granted for the following approved schools:**

- A. Community colleges, vocational-technical institutes, four-year colleges and universities and approved private schools in the state of Washington; and
- B. Other schools or institutions that are approved by the district after evaluation for a particular course offering.
- C. High school equivalency credits for credits earned by high school students at institutions of higher learning will be awarded following these ratios:
  - 5 quarter-hour credits = 1.0 high school credit
  - 3 quarter-hour credits = 0.5 high school credit

**XVIII. Credit for coursework earned before a student attends high school.**

Students may earn high school credit for algebra or geometry courses taken in seventh or eighth grade under the following conditions:

- A. The coursework is based on approved curriculum and assessments equivalent to algebra/geometry at the high school level as approved by the deputy superintendent.
- B. Student successfully earned a 2.0 GPA or higher in the coursework.

- C. Student earned a grade equivalent of C or higher on end of semester I and II final/summative exams. Students will be given at least three opportunities to demonstrate this proficiency.
- D. Parent/guardian submits written approval for the coursework taken in seventh or eighth grade to count for high school math credits and to be included in transcripts.

**XIX. Late Start/Early Release**

A student may be considered for a shortened school day as allowed per Procedure 3241-P1. Students who will have enough credits to graduate prior to or by the end of the student's senior year, may have a shortened school day if they do not need the full day to accrue the required credits needed to assure graduation by the end of the student's senior year.

**XX. Counseling students regarding graduation requirements**

As students enter ninth grade or newly enroll in high school, the student and parent/guardian will be provided a copy of high school graduation requirements to include:

- A. Course requirements for graduation;
- B. Information regarding the HSBP and how it will be developed and updated each year of high school;
- C. Information that parents are expected to be involved in conferences and in the senior year, the senior presentation to learn about their student's HSBP and progression towards meeting high school graduation requirements;
- D. Information about the expectation for students to complete five hours of volunteer/community service each year the student is enrolled in the district;
- E. Information about how to apply for FAFSA in the senior year; and
- F. Each school year, prior to fall parent conferences, all students will engage in developing/revising their HSBP to ensure:
  - 1. Students and parents are aware of whether the student is on track for graduation based on credits earned and state assessments passed.
- G. At the end of each first semester, a list of all students not on track for high school graduation will be provided to the assistant superintendent for secondary schools and the following actions will occur when:
  - 1. A ninth grade student has less than four credits/required courses, a conference will be held after the end of first semester with parent and student and the HSBP will be revised to plan for retrieving or earning eight credits prior to the beginning of the student's tenth grade year. Summer school may be recommended. After the conference, advisors/counselors will mail a letter to parents indicating the credit/course and the recommended courses and plan for student to earn the necessary credits;
  - 2. A tenth grade student has less than 11 credits/required courses, a conference will be held after the end of first semester with parent and student and the HSBP will be revised to plan for retrieving or earning a total of 15 credits/required courses

prior to the beginning of the student's 11<sup>th</sup> grade year. Summer school may be recommended. After the conference, advisors/counselors will mail a letter to parents indicating the credit/course and the recommended courses and plan for student to earn the necessary credits;

3. An 11<sup>th</sup> grade student has less than 19 credits/required courses/did not meet proficiency on required state exams, a conference will be held after the end of first semester with parent and student. The HSBP will be revised to plan for retrieving or earning a total of 23 credits/required courses/demonstrating proficiency on all required state exams prior to the beginning of the student's 12<sup>th</sup> grade year. Summer school may be recommended. After the conference, advisors/counselors will mail a letter to parents indicating the credit/course/state exam deficiency and the recommended courses and plan for student to earn the necessary credits;
  4. A 12<sup>th</sup> grade student has less than 27 credits/required courses/did not meet proficiency on required state exams, a conference will be held after the end of first semester with parent and student. The HSBP will be revised to plan for retrieving or earning a total of 30 credits/required courses prior to the end of the senior year. Summer school may be recommended. After the conference, advisors/counselors will mail a letter to parents indicating the credit/course/state exam deficiency and the recommended courses and plan for student to earn the necessary credits; and
  5. If a student fails to meet proficiency on any state exam required for graduation, a conference will be held with the student and parent/guardian to communicate that the student is in jeopardy of not graduating and to establish a plan for completing this requirement or an alternate assessment permitted by the state.
- H. At mid-fourth quarter progress report, a list of all students not on track for HS graduation will be provided to the assistant superintendent for secondary schools and the following actions will occur between school staff, each student, and the parent/guardian of each student:
1. Shortly after the mid-quarter grades during 4<sup>th</sup> quarter are known, all ninth grade students not previously identified in that school year as not on track to earn at least eight credits/required courses, a conference will be held before the end of second semester with counselor, parent and student. At the conference, the revised HSBP will be shared to plan for retrieving or earning eight credits/required credits prior to the beginning of the student's 10<sup>th</sup> grade year. Summer school program(s) will be recommended. After the conference, advisors/counselors will mail a letter to parents indicating the credit/course/state exam deficiency and the recommended courses and plan for student to earn the necessary credits;
  2. Shortly after the mid-quarter grades during 4<sup>th</sup> quarter are known, all 10<sup>th</sup> grade students not previously identified in that school year as not on track to earn at least 15 credits/required courses/did not meet proficiency on required state exams, a conference will be held before the end of second semester with counselor, parent and student. At the conference, the revised HSBP will be shared to plan for satisfying the state assessment requirement(s) and for retrieving or earning a total of 15 credits/required courses prior to the beginning of the student's 11<sup>th</sup> grade year. Summer school program(s) will be recommended. After the

conference, advisors/counselors will mail a letter to parents indicating the credit/course/state exam deficiency and the recommended courses and plan for student to earn the necessary credits;

3. Shortly after the mid-quarter grades during 4<sup>th</sup> quarter are known, all 11<sup>th</sup> grade students not previously identified in that school year as not on track to earn at least 23 credits/required courses/did not meet proficiency on required state exams, a conference will be held before the end of second semester with counselor, parent and student. At the conference, the revised HSBP will be shared to plan for satisfying the state assessment requirement(s) and for retrieving or earning a total of 23 credits/required courses prior to the beginning of the student's 12<sup>th</sup> grade year. Summer school program(s) will be recommended. After the conference, advisors/counselors will mail a letter to parents indicating the credit/course/state exam deficiency and the recommended courses and plan for student to earn the necessary credits; and
4. Shortly after the mid-quarter grades during 4<sup>th</sup> quarter are known, all 12<sup>th</sup> grade students not previously identified in the current school year as not on track to earn at least 30 credits/required courses/did not meet proficiency on required state exams, a conference will be held before the end of second semester with counselor, parent and student. At the conference, the revised HSBP will be shared to plan for satisfying the state assessment requirement(s) and for retrieving or earning a total of 30 credits/required courses as soon as possible. Summer school program(s) will be recommended. After the conference, advisors/counselors will mail a letter to parents indicating the credit/course/state exam deficiency and the recommended courses and plan for student to earn the necessary credits.
  - I. At the end of each school year, all parents will receive a letter indicating their student's state assessment record (as appropriate) and academic progress towards meeting graduation requirements. This letter will indicate any credits/required courses/required state assessments that were not met as expected during the school year.
  - J. At the beginning of each school year, a letter will be sent to all parents of students who attended summer school courses to update their student's state assessment record (as appropriate) and academic progress towards meeting graduation requirements. This letter will indicate the credit/course/state exam deficiency and the recommended courses and plan for student to earn the necessary credits.

**XXI. Prepare list of all graduating students for the school board and for release to the public**

Principals or their designee are required to submit a complete list of all graduating students to the superintendent at least one week prior to the graduation ceremony.

A list needs to be provided to the assistant superintendent for secondary schools one week after the end of the first semester of the senior year providing the following information:

- A. The name of each senior in jeopardy of not graduating due to having earned less than 26 credits by the end of the first semester of the senior year.

- B. The name of each senior likely to graduate because they have earned 26 or more credits by the end of the first semester of their senior year.

**XXII. Preparing diplomas and final transcripts for graduating seniors**

Each student will be awarded a diploma after satisfactorily completing local and state requirements. Upon request, each graduating student will receive a final transcript. Each student will be notified of this opportunity at least one month prior to the close of the school term.

**XXIII. Graduation Ceremonies**

Students who have fulfilled their graduation requirements by the end of the last term of their senior year may participate in graduation ceremonies. Students who are suspended or expelled at the time of graduation will not participate in the ceremony.

**XXIV. Graduation ceremonies will be conducted in the following manner:**

- A. Each participating student must participate in the graduation ceremony rehearsal. Each student who participates will purchase or rent the proper cap and gown as designated by the school administration and the class advisor and officers;
- B. Caps and gowns will be worn in the proper manner, as designated by the school administration and class advisor;
- C. Each student who participates will be expected to cooperate with the class advisor and follow all guidelines for appropriate dress and behavior and to respectfully participate in all parts of the graduation ceremonies; and
- D. Failure to comply with the above requirements will automatically forfeit a student's privilege to participate in the graduation ceremonies.

**Date: 06.05.13**

**Revised: 12.01.14; 01.12.15; 10.19.15**